



**City Council Workshop & Meeting
January 28, 2019
Agenda**

5:30 P.M. City Council Workshop

- A. Citizen Petition to amend Chapter 60, Sec. 60-145 (b) (17) Special Exception Use Regulations – Audrey Knight (15 minutes)
- B. Budget Presentation – Jill Eastman and Peter Crichton (20 minutes)
- C. Chestnut Street – Kris Bennett (15 minutes)
- D. Executive Session-Economic Development (Gracelawn CEA), pursuant to 1 M.R.S.A. §405(6)(C) – (30 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Lasagna

Pledge of Allegiance

- I. **Consent Items** - None
- II. **Minutes**
 - January 7, 2019 Regular Council Meeting
 - January 23, 2019 Special Council Meeting
- III. **Communications, Presentations and Recognitions**
 - **Communications** – Mayor Levesque’s State of the City Address
 - **Presentations** – Swearing in Ceremony (Deputy Chief of Police, Tim Cogle and Deputy Chief of Fire, Matt Fifield)
 - **Communication** – Auburn Business Development Corporation (ABDC) Update
 - **Communication** – Assessing Department Update (Karen Scammon)
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business**
 - 1. **Public Hearing on Order 04-01072019**
Authorizing the discontinuance of Niskayuna Street.
- VI. **New Business**

1. **Order 09-01282019**
Approving the Liquor License and Special Amusement permit for SXE LLC, DBA Side by Each Brewing Co. located at 1110 Minot Avenue. Public hearing.
2. **Order 10-01282019**
Appointing Brian Carrier as a full member of the Planning Board with a term expiration of 1/1/2020.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
3. **Order 11-01282019**
Appointing Stephen Martelli as a full member of the Planning Board with a term expiration of 1/1/2022.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
4. **Order 12-01282019**
Appointing Paula Curtis-Everett To the Parks and Recreation Advisory Board with a term expiration of 10/01/2019.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
5. **Order 13-01282019**
Appointing Michael Thurston To the Parks and Recreation Advisory Board with a term expiration of 10/01/2019.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
6. **Order 14-01282019**
Re-appointing Dana Staples to the Complete Streets Committee with a term expiration of 1/1/2022.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
7. **Order 15-01282019**
Appointing R. Wayne Werts as a member of the LA 911 Committee with a term expiration of 1/1/2022.
Council may enter into executive session, pursuant to 1 M.R.S.A. Sec. 406(6)(A).
8. **Order 16-01282019**
Re-appointing Karen Scammon as Auburn’s City Assessor with a term expiration of January 31, 2021.
- VII. **Reports**
 - a. **Mayor’s Report**
 - b. **City Councilors’ Reports**
 - c. **City Manager Report**
 - d. **Finance Director, Jill Eastman – December 2018 Monthly Finance Reports**
- VIII. **Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- IX. **Executive Session**
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019

Author: Audrey Knight, AICP, City Planner

Subject: Planning Board recommendation regarding citizen petition to amend Chapter 60, Sec.60-145 (b) (17) Special Exception Use Regulations in the Agriculture and Resource Protection District.

Information: Members of the Taylor Pond Association filed a petition on October 5, 2018 to prohibit certain uses from being permitted in the AG zone by Special Exception in the Lake Auburn and Taylor Pond watersheds in order to protect water quality and the environment.

City Budgetary Impacts: None.

Staff Recommended Action: Review the petition, the Planning Board discussion and recommended action, City Council e-mail communications and schedule for public hearing.

Previous Meetings and History: This item was on the November 13, 2018 Planning Board agenda for public hearing, however with one recusal a quorum was not reached. Members from the public spoke, no deliberation was held, and the item was noticed for December 11, 2018. A 90-minute Public Hearing was held on the petition December 11, 2018, with more than 20 residents in attendance, including City Council members, with a unanimous decision to recommend denial of the petition. Special Exception (17) was a text amendment initiated by City Council at its April 3, 2017 meeting. The Planning Board held a public hearing on the item May 9, 2017 and recommended Approval to City Council. City Council public hearing and first reading of the text amendment June 5, 2017, and second reading and adoption June 19, 2017, by Ordinance 06-06052017.

City Manager Comments:

A handwritten signature in blue ink that reads "Peter J. Coakley".

I concur with the recommendation. Signature:

Attachments: E-Mail from Robert Hayes and Jason Levesque; Planning Board Report; Planning Board Meeting Minutes 12.11.18; Planning Board Staff Report, 12.11.18; Citizen Petition; 2017 Staff Report creating Special Exception (17) and Council adopting ordinance.

Audrey Knight

From: Michael Chamblings
Sent: Wednesday, January 02, 2019 8:05 AM
To: Eric Cousens; Audrey Knight
Subject: FW: Proposed amendment to Ag land

FYI

From: Robert Hayes (Council) <rhayes@auburnmaine.gov>
Sent: Tuesday, January 01, 2019 11:16 AM
To: Jason Levesque (Council) <jlevesque@auburnmaine.gov>; AuburnElectedOfficials <AuburnElectedOfficials@auburnmaine.gov>; Peter Crichton <pcrichton@auburnmaine.gov>; Michael Chamblings <mchamblings@auburnmaine.gov>
Cc: Kathy Shaw <kath@valleyviewfarmme.com>; Kim Finnerty <kim.finnerty@jfmh.org>; Mary Sylvester <mary.sylvester207@gmail.com>
Subject: Re: Proposed amendment to Ag land

The proposed text amendment to the Agricultural and Resource Protection zoning district to prohibit a class of industrial, assembly, maintenance and manufacture equipment associated with recreational uses in the Taylor Pond and Lake Auburn watersheds has been presented to and considered by the Planning Board (PD). Now that the PD has voted and has forwarded its recommendation to the Council, I feel it imperative to respond to the Mayor, to explain my support for the intent of the amendment and, most importantly, to emphatically state my long support for the protection of agricultural, natural resources and recreational activities in Auburn.

I fault myself for not taking more time to help wordsmith the amendment language presented to the PD. Knowing the time constraints on planning staff, I should have realized that staff would not have adequate resources to work with the petition authors to develop language that would better express and address the concerns of the petitioners. What initially prompted the Taylor Pond Association (TPA) members was the tree cutting, ground vegetation disturbance, soil erosion and runoff. The TPA concerns were and remain environmental and water quality.

The project that prompted the writing of the special exemption amendment ultimately did not come before the PB. The realization of the costs that would be incurred through the approval process and the build out of the project moved consideration elsewhere. The project has been built out in Auburn and within a planned and approved industrial park.

Consideration of the proposed text amendment by the PB identified a concern that should be highlighted. With the approval of project plans, the PB frequently applies conditions. One PB member stated that with limited staff resources, the insuring of compliance with conditions is recognized as an issue.

As does an agricultural or a recreational use fit its locational features, so should any complimentary use. Likewise, any complimentary supporting use should have like accepted ag. and rec. impacts. On site fabrications, assembly, attachment and equipment maintenance are surely accepted as part of ag. and rec. operations, as are training, demonstration and sales activities. Industrial scale manufacturing, assembly, inventory housing and laydown for offsite distribution has impacts that must be considered carefully and usually gravitate those operations to areas that offer appropriate infrastructure and connectivity.

As previously recognized and supported by ordinance, some types of residential development are congruous adjacent to recreational facilities. Certainly, allowing adjacency of complimentary activities of complimentary activities encourages economic well being for those entities. However, caution should be exercised with respect to commercial type activities that might be complimentary, but not particularly suited to be outside commercially zoned areas.

Respectfully,

Bob Hayes

From: Jason Levesque (Council)
Sent: Friday, December 7, 2018 8:06 AM
To: AuburnElectedOfficials
Cc: Kathy Shaw; Kim Finnerty; Mary Sylvester; scott@aerialndt.com
Subject: Proposed amendment to Ag land

Good morning,

I would like you all to review the proposed ag land ordinance change as proposed by the Taylor Pond Water Association. It makes broad changes to land use which would effectively stop all agricultural activities within ag zoned land that is in these watersheds (which is a LOT of land). It also stops any type of new commercial activity at businesses such as Lost Valley, & Whiting Farm located in watershed even if those businesses took all necessary protective precautions.

I did notice that Councilor Hayes signed the petition, he might want to explain to the farmers in that area what the effects of this ordinance, if passed, will be. I recommend we direct landowners to him. I have copied several Residents which have a vested interest in this ordinance request.

http://www.auburnmaine.gov/CMSContent/Planning/Staff_Reports/2018/12_11_18_Meeting/Ord%20Amend%20Petition%20Application.pdf



PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council

From: Auburn Planning Board

Re: Citizen Petitioned Text Amendment for the Agriculture and Resource Protection Zoning District

Date: December 18, 2018

A. **SUMMARY** - On December 11, 2018 the Auburn Planning Board held a public hearing and made a recommendation on a Citizen Petitioned Zoning Ordinance Text Amendment that was seeking to address allowable uses by Special Exception in the Taylor Pond and Lake Auburn Watersheds. This item was considered for 90 minutes and consisted of a staff presentation, petitioners' rationale and argument for their amendment, public hearing with statements for and against the proposal from members of the community, and discussion by the Planning Board. At the conclusion of the public hearing and board discussion the Planning Board voted unanimously (motion by Bowyer, seconded by Scogin) to recommend **DENIAL** of the Text Amendment to the City Council.

PROPOSAL – A request by the Taylor Pond Association, acting as the applicant, sought the following text amendment (changes indicated by italicized bold text that has been underlined):

Chapter 60 – ZONING, Article IV. – DISTRICT REGULATIONS

Division 2. – AGRICULTURE AND RESOURCE PROTECTION DISTRICT

Sec. 60-145 - Use Regulations

... (b) *Special Exception Uses ...*

(17) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings, as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:

a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;

b. The recreational or agricultural use has been in existence for at least five years prior to the date of the application for the special exception; **and**

c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested **in conformance with Maine DEP standards; and**

d. Industrial use, manufacture, assembly and maintenance of recreational or agricultural equipment, is prohibited in the watershed areas surrounding Lake Auburn and Taylor Pond.

The applicant argued that protecting the water quality of these two great ponds was in everyone's best interest and that the uses identified in the amendment are inappropriate and counter to protecting water resources. The applicant argued that phosphorous loading, non-point source pollution, rural road conditions, and the ability of the city to monitor and enforce Best Management Practices and any conditions of approval put in place to mitigate environmental impacts, are real issues and that a complete prohibition of specific uses should be utilized to avoid further phosphorus loading within the watersheds.

PLANNING BOARD PUBLIC HEARING, DELIBERATION AND RECOMMENDATIONS -

During the public hearing and discussion several ideas and alternatives to the proposed text amendment were brought forward that could address the concerns of the petitioners. There was discussion about: the possibility of requiring any "Industrial" type use in the AG zone to have third party environmental review and annual monitoring; amending the Taylor Pond Overlay district to encompass the watershed with greater protections; and, updating the phosphorous ordinance and mitigations into project reviews.

An agent for the applicant suggested that the text amendment creating Special Exception (17) was approved to enable the Kassbohrer project to come forward and the applicant and petitioners were seeking to prevent a similar type project in the future. The Board Chair was clear in stating that the Board's consideration and approval of that text amendment was based on a comprehensive understanding of all the potential impacts of the amendment city-wide. The Lost Valley Ski enterprise expressed their shared value and concern for the environment and water quality.

It was also suggested by a member of the public that a text amendment that effects the Lake Auburn Watershed should be discussed with the Conservation Committee and the Lake Auburn Water Protection District for their input and support prior to bringing this type of item to the Board for a favorable action. Statements were made regarding the need to monitor and enforce conditions of approval and environmental mitigation measures for projects that may have environmental impacts, and that the lack of staff and lack of enforcement of past measures may contribute to the perceived need for this text amendment.

Planning Board members mentioned that they did not want to discourage creative projects such as the Kassbohrer concept from coming forward, stating that the current Special Exception and environmental review process already requires review under Maine DEP guidelines and could address the type of concerns being expressed by the petitioners without the need for an amendment. Members of the Board noted that the primary source of current phosphorus loading is derived from residential and not industrial uses, and that the proposed text amendment would have no affect on residential sources of phosphorus loading. This led multiple members of the Board to express the concern that the proposed



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amendment's only impact would be to prohibit current and future development without addressing actual sources of phosphorus loading within the watersheds. Mr. Bowyer made a motion to recommend DENIAL of the petition, which was seconded by Mr. Scogin, and the vote was unanimous, with Mr. Tardif recused as a member of the Taylor Pond Association. (Bowyer, Scogin, Cyr, Carrier, Boutin, Hamlyn, Martelli)

A handwritten signature in black ink that reads "Evan Cyr".

Evan Cyr
Chair, Auburn Planning Board

Cc: Evan Cyr, Chair Auburn Planning Board
File

Auburn Planning Board Meeting Minutes December 11, 2018

ROLL CALL:

Regular Members present: Evan Cyr – Presiding, Robert Bowyer, Dustin Boutin, Samuel Scogin, Marc Tardif and Nathan Hamlyn

Regular Members absent: Mia Poliquin Pross

Associate and other Members present: Stephen Martelli and Brian Carrier

Associate and other Members absent: None

Also present representing City staff: Audrey Knight, Auburn City Planner

Chairperson Cyr called the meeting to order at 6:00 pm and asked for a roll call. He stated due to Mrs. Mia Poliquin Pross being absent, Stephen Martelli's status would be elevated to full voting rights for this meeting.

MINUTES:

October 9, 2018 Meeting Minutes Approval Request

A motion was made by Sam Scogin and seconded by Robert Bowyer to approve the October 9, 2018 meeting minutes as presented. After a vote of 7-0-0, the motion carried.

Chairperson Cyr explained the process of Planning Board meetings and asked Ms. Knight to present the Staff report.

PUBLIC HEARINGS & NEW BUSINESS:

- 1. Becket Family of Services is seeking Special Exception approval to convert a former school building located at 31 Holbrook Road, to a children's residential treatment program serving twelve (12) children, in the Low Density Rural Residential zone (PID 387-028).**

Audrey Knight went over the staff report and presented slides via PowerPoint.

Michael Gotto, representing Becket family Services and Justin Gifford, Executive Director of Children Residential Services, Maine added to the presentation.

(11:40 on Recording)

Open Public Input

A motion was made by Sam Scogin and seconded by Nathan Hamlyn to open the public input part of the hearing. After a vote of 7-0-0, the motion carried.

No comments.

A motion was made by Sam Scogin and seconded by Stephen Martelli to close the Public Input part of the hearing. After a vote of 7-0-0, the motion carried.

A motion was made by Sam Scogin and seconded by Marc Tardif to approve the request by Becket Family Services for a Special Exception to convert a former school building located at 31 Holbrook Road, to a children's residential treatment program serving twelve (12) children, in the Low Density Rural Residential zone (PID 387-028) as it meets the Findings as listed in the Staff Report and with the following Condition: That an emergency operations plan (EOP) be created within one year of operations. The EOP should address a variety of scenarios, including a continuity of operations component, and could be developed with input from City Police and Fire Departments. While this is always a necessary item, protocols should be in place if response times can't bring help when needed. After a vote of 7-0-0, the motion carried.

(14:50 on Recording)

2. SME Engineers on behalf of Bangor Savings Bank, is seeking Site Plan and Special Exception approval for a one-story 5,600 square foot building with 3-lane drive-thru at 170 Turner Street (PID 250-195) in the General Business zoning district.

Audrey went over the staff report and presented slides via PowerPoint.

(23:15 on Recording)

David Latulippe with CJ Developers, representing Bangor Savings Bank introduced Jeff Reed from Sevee & Maher Engineers. Mr. Latulippe commented that the City of Auburn planning process for developers is very well done. He spoke about the proposal and answered questions from Board members.

Open Public Input

A motion was made by Sam Scogin and seconded by Nathan Hamlyn to open the public input part of the hearing. After a vote of 7-0-0, the motion carried.

Christine Bosse from Sabattus explained why she felt Bangor Savings would be a good neighbor in the City and said she is excited to see them come to Auburn.

A motion was made by Sam Scogin and seconded by Stephen Martelli to close the Public Input part of the hearing. After a vote of 7-0-0, the motion carried.

Audrey brought up the fact that the City of Auburn did not have a lighting standard for developments and that the lighting plan that was submitted for the Bangor Savings project may or may not be acceptable to the neighbors.

(35:00 on Recording)

A motion was made by Sam Scogin and seconded by Marc Tardif to approve the Site Plan and Special Exception request for a one-story 5,600 square foot building with 3-lane drive-thru at 170 Turner Street (PID 250-195) in the General Business zoning district as it meets the Findings for approval of Sections 60-1277 and 60-1336 and including the following 3 conditions: A) No development activity until any

bonding or inspection fees are determined by the Auburn Engineering Department, B) The Planning Board requires a no-left turn sign at the intersection of Troy and Turner Streets which is to be provided and paid for by Bangor Savings and C) Any other items raised during the Public Hearing that the Planning Board deems appropriate. After a vote of 7-0-0, the motion carried.

(36:45 on Recording)

3. The Taylor Pond Association is seeking to amend Article IV, Zoning District Regulations, Division 2 Agriculture and Resource Protection District, Sec.60-145 (b) Special Exception Uses (17) to prohibit industrial use, including the manufacture, assembly and maintenance of recreational or agricultural equipment in the watershed areas of Lake Auburn and Taylor Pond.

Audrey proceeded to go over the staff report and presented slides via PowerPoint.

Chairperson Cyr apologized for interrupting the presentation and stated there were a couple assertions that should be declared before moving on.

Marc Tardif declared that he would step down because he is a Board member of the Taylor Pond Association. Chairperson Cyr stated Brian Carrier's status would be elevate to a Full voting member for this portion of the meeting.

Chairperson Cyr stated that his residence is within the Lake Auburn Watershed and that he often visits relative's properties that are in the Taylor Pond Watershed. He said he didn't think he needed to recuse himself but wanted it on the record for full disclosure.

Audrey continued on with the presentation of the staff report.

(47:50 on Recording)

At the conclusion of the staff report presentation, Chairperson Cyr asked if the Board members had any questions for City staff.

Several questions were asked by the Board members relating to the following:

- Overlays of the zoning district
- Referring to watershed boundaries
- Describing light industries vs Home based business
- DEP standards for water pollution and environmental control

(61:55 on Recording)

Dana Little of 585 Garfield Road spoke about the following:

- Wants to see Lost valley and the City of Auburn thrive
- Special ordinance passed by this board was a mistake and if allowed to stand could potentially harm Taylor Pond
- Representing Taylor Pond Association, has been president for over 15 years
- Okay to correct the original amendment in some way as long as it protects Taylor Pond
- 130 members in the Taylor Pond Association and 210 people live around Taylor Pond
- Described Association actions to monitor and protect Taylor Pond
- Spoke about algae growth and mitigating phosphorous

- Spoke about the Kassbohrer proposal coming to Lost Valley
- Conflict between 2 Engineering reports
- One of the concerns the Association had was that the inspection by Kassbohrer was to be done by Kassbohrer and not a 3rd party
- Described and passed around to Board members a photo taken on 9.10.17 where Kassbohrer started opening a road into their area – shows the area with hay on it, bare soil, and bare soil washing across the road. In the distance is Taylor Brook which feeds right into Taylor Pond. Should have been prevented but wasn't.
- Hoping to see projects like these prevented in the future.
- Asked Barbara Mitchel to join him to help answer any questions from Board members

(69:45 on Recording)

Chairperson Cyr said he would like to make the following point of clarification before any questions are asked: There have been several points at which the previous amendment to the Zoning ordinance was described as being done for a particular project. He said it's important for people in the room to understand that the Planning Board does not make decisions like this lightly particularly when we amend Zoning Ordinance that affects roughly 40% of the City's land mass. It's important to understand that the Board did not make an amendment in order to allow a singular industry into a singular spot. The Board made an amendment that, while it was instigated by a specific group, made a decision that affects all City wide agriculturally zoned land. The previous amendment was not made solely for property around Lost Valley so was not a project specific decision.

Several members of the Board stated because the photo and other findings from outside agencies mentioned were not submitted as public record prior to the meeting that they shouldn't be entertained by the Planning Board.

Barbara Mitchel said Eric Cousens told her specifically that the amendment was written to accommodate that project. Chairperson Cyr responded that the Board would not do something so foolish as to allow for something in one area that then has ramifications across 40% of the City and not take that into account.

Dana Little re-iterated that he wants to see Taylor Pond protected and said any project that comes up, the Taylor Pond Association is going to look at it very carefully.

(75:35 on Recording)

Sam Scogin commented that the proposed amendment seemed redundant to current City code and asked why the need to reference back to the Maine DEP?

Ms. Mitchel replied it's because the City was trying to find areas where they could mitigate phosphorous run-off to compensate for the additional phosphorous that was going to be put in and the DEP specifically says that the MP's can only be allowed on a property of which the off-site mitigation is taking place and the project parcel are in common ownership which they were not going to be so they had overlooked that. Also, it has to be a permanent entity such as a town or school district and Lost Valley is not a permanent entity. The reason we are bringing this forth is because this wasn't being followed.

The discussion continued amongst all parties regarding the redundancy of the language referencing the DEP standards, watersheds in other Zoning Districts, the vulnerability of Taylor Pond, the Planning Board's responsibilities and charges, impacts from additional run-off, definition of light industry, etc.

(91:20 on Recording)

Audrey stated there are about 4 other Special Exception categories that do specifically address the watersheds in the Agriculture and Resource Protection Ordinance and proceeded to read them. More discussion ensued regarding, among other things, trusting the Planning Board process.

(103:50 on Recording)

A motion was made by Sam Scogin and seconded by Dustin Boutin to open the public input part of the hearing. After a vote of 7-0-0, the motion carried.

Jan Philips of West Shore Road said she too is a member of the Taylor Pond Association and spoke about the following:

- September 11, 2017, the previous City Council voted 5-2 during a final reading to implement this amended zoning ordinance.
- The DEP standards weren't caught at that level
- The project came in conjunction at that meeting
- We brought this forward to start, not with an exemption already in place, but opens the door for a development with a lack of impact; it restarts what the default is
- Goal A-2 of Auburn's 2010 Comprehensive Plan: protecting the water quality of Taylor Pond to maintain both the environmental and economic value of the pond is emphasized extremely well
- Concerned not just about phosphorous, but petroleum product run-off and a host of other things that those projects would have made it impactful
- City Assessor's Office is currently undertaking a 2-year revaluation study of Taylor Pond so likely that we will see tax increases – important economic engine
- Water quality obviously is not easy to maintain

(109:55 on Recording)

Michael Gotto, representing Lost Valley, spoke about the following:

- Represented Kassbohrer
- Apologized to Mr. Little for the cost they went through but said they did offer on multiple occasions to meet with the opposition to the Kassbohrer project
- Held the project so issue could be reviewed and resolved but resolving added too much cost, so the project went elsewhere in Auburn
- City's ordinance has everything it needs to have to protect exactly what these folks want it to
- Because of the wording of the proposed amendment, it's a problem for Lost Valley
- Lost Valley is just as concerned about the pond as the Association is and does not want to do anything to cause a problem for that pond
- Spoke about how the proposed amendment could prohibit Lost Valley with any expansion of the maintenance shed or work on a snow cat or installation of a 3rd ski lift. Severely hurts Lost Valley the way it's worded

(116:03 on Recording)

Mary Sylvester of 209 Maple Hill Road spoke about the following:

- Currently the Chair of the Mayor's Ad Hoc Committee on Agriculture that was convened in the fall of 2017 to work with Crossroads Research Center, consultants hired by the City.
- Also a Trustee of the Auburn Water District so understands that water protection is very important
- Definition of industrial can be found on any farming operation in the City
- Applauds the discussion amongst all groups and as the updating of the ordinance occurs, we must be aware that there's a lot of potential for economic development in agriculture here as well as the protection of these important natural resources

(118:55 on Recording)

John Herrick of 216 Fletcher Road stated that on behalf of Lost Valley, wanted everyone to know that Lost Valley is an outdoor based organization company and appreciates protecting the environment because that's where we play in. Wanted to remind the Auburn Community that a lot of great things have come out of Lost Valley and said snow making today all over the world has its roots in Auburn, Maine along with snow grooming. He said that adding that language would reduce our ability to innovate and make Auburn and Lost Valley great again.

(121:13 on Recording)

Tizz Crowley of 35 University Street stated the following:

- She also serves as an Auburn Water District Trustee and is a Commissioner of the Lake Auburn Watershed Protection Commission.
- Commented that she learned about this at the last minute and had difficulty getting information until Chairperson Cyr helped direct her to the agenda and supporting documents on the City's website.
- Encourages the Board to reach out to the Lake Auburn Watershed Protection Commission, the Auburn Water District, and the City of Auburn's own Water Conservation Commission which had met last night and could have participated in the conversation.
- The City is very busy both with the past program and the accelerated Mayor's Action Group on the Agricultural Zone, yet this information has not come forward under their part
- Concerns her gravely that we do not have a transparent system here and asks that before any action is taken, particularly since it does affect a great percentage of our City, that the Board reaches out to the various committees and organizations to participate
- Commended Mr. Bowyer for his statements and said there were rules put in place that today are not being enforced and the answer from the City is we'll change them
- Particularly to the Taylor Pond sitting here, when they spoke, they did not mention the Lake Auburn Watershed Protection Commission, it was very focused on their community and their neighborhood. They sort of inferred that we don't want to see more industrial or more risk to the water and yet the City of Auburn, the Auburn Water District and the residence of Taylor Pond each put up \$3,000 for a total of \$9,000 to have a study done to expand the sewer system so that more development, more conversions from camps to year round homes could happen.
- Finds that troublesome because it seems like we're spending money on both sides of the fence for a competing thing
- Before anything is done, maybe we look at our strategic plan and focus on Taylor Pond
- Does not believe that the activities around Taylor Pond have really met watershed protection things. We heard a little bit about phosphorous, but the Lake Auburn Watershed Protection Commission has a full-time person dealing with outreach and education.

- Taylor Pond has a privately-owned public beach and when the municipal beach was having problems, they did not even want to test the water for safety
- Concern is that she is seeing 2 different messages here. 1 side in one room she hears we want to develop Taylor Pond, we want to invest there, we want you to put some money to raise the water rates for others to do that investment and on the other side she hears we want to protect our neighborhood

(125:30 on Recording)

A motion was made by Sam Scogin and seconded by Stephen Martelli to close the Public Input part of the hearing. After a vote of 7-0-0, the motion carried.

A lengthy discussion ensued amongst Board members regarding the proposal and there being a number of protections already in place.

(138:15 on Recording)

A motion was made by Robert Bowyer and seconded by Sam Scogin to forward to the City Council the recommendation that the proposed amendment not be approved for the reasons that have come forward tonight.

Robert Bowyer commented that he hoped members of the audience leave with the understanding that there are a number of good protections already in place and if they were to continue in their zeal to protect the quality of water, we will need a different approach than what this amendment has produced.

Brian Carrier agreed with Mr. Bowyer and thanked the Association for bringing this forward.

Sam Scogin commented that he would encourage members of the Taylor Pond Association as well as everyone else in the watershed to come before us as we want to hear your concerns and you can trust that we will be fair in our assessment of your concerns.

(140:50 on Recording)

After a vote of 7-0-0, the motion carried.

Chairperson Cyr reemphasized to the members of the audience that this does not mean that other solutions cannot be developed and said Ms. Crowley's points were correct about involving all stakeholders to help find solutions to protect our great ponds and watersheds and keep our water ways as pristine as they can be.

(143:00 on Recording)

Chairperson Cyr called for a 5-minute recess and the meeting was reconvened approximately 12 minutes later.

(155:30 on Recording)

OLD BUSINESS:

a. Mayor's Action Group on Agriculture & Resource Protection – update

Brian Carrier updated the Board on the MAG-ARP committee's proposed text amendment.

Mayor Jason Levesque commented that this was his first time sitting through a Planning Board meeting and said he was impressed with the process. He then proceeded to go over the time line for the potential adoption of the language and answered questions from Board members.

(167:20 Recording)

MISCELLANEOUS:

a. Updates from Planning Board members on projects and communications

No updates at this time

(171:00 Recording)

ADJOURNMENT

A motion was made by Sam Scogin and seconded by Stephen Martelli to adjourn. After a vote of 7-0-0, the motion carried.



City of Auburn, Maine

Office of Economic and Community Development

60 Court Street, Auburn, Maine 04210

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207.333.6601

To: Planning Board, City of Auburn

From: Audrey Knight, AICP, City Planner

Date: November 13, 2018

RE: Petition for Text Amendment to the Agricultural and Resource Protection zoning district to prohibit a class of industrial, assembly, maintenance and manufacture equipment associated with recreational and agricultural uses in the Taylor Pond and Lake Auburn watersheds.

A. Proposal

A zoning text amendment has been requested to add a restriction to the Agricultural and Resource Protection District (AG) to land located within the defined watershed boundaries of Taylor Pond and Lake Auburn. As some of you may be aware, as recent as 2017 amendments were made to this district to enable certain assembly and maintenance of heavy equipment. While this change to the ordinance was due to an application by Lost Valley Ski Area for a niche snow making, grooming equipment, sales, and equipment training operation, it was viewed as a use and activity similar to tractor and agricultural equipment in the same zone. (Ordinances and reports attached).

The petition seeks to protect the watershed areas from this type of light industrial and commercial use that may be otherwise allowed in the AG zone citywide. While the watersheds encompass several zoning districts besides the AG zone, all other districts are low density residential designations and uses. However, land within the AG allows for more diverse commercial agrarian and rural enterprises.

The language proposed by the petitioner, the Taylor Pond Association, is as follows:

Division 2, Section 60-145, Use Regulations, (b) Special Exception Uses;

- (17) *Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:*

- a. *The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;*
- b. *The recreational or agricultural use has been in existence for at least five years prior to the date of the application for the special exception; and*
- c. *The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested, **in conformance with Maine DEP standards;***
and,
- d. **Industrial use, including manufacture, assembly and maintenance of recreational or agricultural equipment, is prohibited in the watershed areas surrounding Lake Auburn and Taylor Pond.**

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011; Ord. No. 05-04032017, § 2, 4-24-2017; Ord. No. 06-06052017, 6-19-2017)

B. Discussion

As evidenced by the history provided in attachments dated 2017, Special Exception use category (17) was brought forward by staff in response to a unique opportunity created by the original owner and designer of specific winter sports tractor type equipment. He wanted to produce, operate, sell, train and maintain this type of equipment in conjunction with the ski resort. Through discussions it was thought that this kind of operation could stimulate other tourist, visitor and economic drivers within the AG zones in the city. The ordinance passed without dissent.

The original project that generated this amendment to the code, did not come to fruition due to constraints unforeseen at the time. The initial project proposed a 21,000 square foot building and 2.6 acres of outside storage for equipment. The facility would assemble or produce the equipment. The Lost Valley Ski area is in the Taylor Pond Watershed north of the pond, and on the border with the Lake Auburn Watershed.

Most of the city lies within a watershed, with a few of the watersheds having protections related to specific purposes and implemented through overlay zoning districts. The zoning ordinance currently addresses the Lake Auburn Watershed with an overlay district designed to protect the metropolitan areas' drinking water. This overlay district (Division 4, Sec.60-950) specifies that all uses allowed in the underlying zones are allowed if they can meet environmental performance standards and are approved by the water district for the watershed. The overlay district provides environmental protections more stringent than AG zone regulations.

The Taylor Pond Overlay District (Division 3, Sec.60-921) was created to clean-up and protect land area mostly within 250' of the Great Pond. This district does not cover the entire watershed. The proposed text amendment would limit the recreational and agricultural light industrial uses allowed by special exception (17) in the area outside of the Taylor Pond Overlay zone, but within the Taylor Pond watershed.

There are several other smaller tributary watersheds that do not have overlay districts associated with them but also are protected or subject to the Shoreland Zone. This proposed text amendment would only apply to the Great Pond watersheds, due in part to the long history protecting the lakes that provide the city's water supply and boating recreational amenities.

The proposed limitation does not change the other elements of this use category, namely: *instruction, training, demonstrations, research and development or sales*. The Taylor Pond Association states:

The reason for the proposed change is to protect Lake Auburn and Taylor Pond from unnecessary damage to the water quality of these bodies of water that could endanger public health, affect property values resulting in loss of tax revenue to the city of Auburn and do irreversible damage to wildlife and the environment. Also, the roads in these areas are not safe for the heavy traffic that could be generated from such industrial use

C. Advantages

No comments were received by city department head staff at Plan Review Committee. Demonstrations, sales, training and R & D could still occur at locations such as Lost Valley, but larger assembly plants with the associated heavy truck traffic would be restricted. Large assembly facilities are generally considered to be light industrial in use and are most appropriate in industrial zones where truck traffic and large areas of impervious surface are more appropriate. A square footage, truck trip generation threshold, impervious surface restriction, or environmental performance standard such as some of those already applied to the Lake Auburn Watershed would also have a more consistent and restrictive effect on protecting both watersheds. A small home-based business involved in assembling, creating and repairing equipment would not be impacted by the text addition. This amendment would only apply to the two Great Pond watersheds and would not be applicable in all other Agriculture and Resource Protection zoning districts. The additional restriction is not inconsistent with the Comprehensive Plan which designates these areas as "Restricted Areas", to be given "Protection or be held in Reserve".

D. Disadvantages

Larger assembly or maintenance facilities that rely on the locational advantages of specific agricultural, resource or recreational locations would not be allowed in the north half of the city covered by the two watersheds. This could have a fiscal impact or

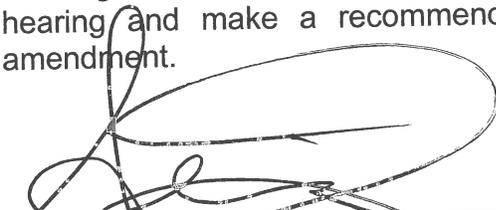
prevent some commercial recreational destination synergies from occurring. The maintenance and sale of agricultural equipment has been a long-standing part of the AG zone. This text amendment would limit the ability of tractor or ATV/snowmobile sales yards from complimentary assembly, repair and maintenance activities. Larger manufacturing or assembly facilities are typically a light industrial use, and are not allowed unless directly associated (agriculture) or complimentary (recreational) with an existing recreational or agricultural use. The fiscal or economic impact of this additional restriction is unknown and is already subject to many environmental constraints. The amendment may have unintended consequences that could prohibit larger scale creative economic enterprises in this zone, such as the one originally proposed by the Ski Area that initiated this recently added Special Exception.

E. Fiscal Impacts

The original purpose for the addition of these use categories had a narrow market potential, and site constraints prevented the development of the use. The proposed text amendment has unknown fiscal impacts on tax revenue or the regional economy.

F. Planning Board Action

The Planning Board will either A) continue the hearing to the next Planning Board meeting to reconsider amended or other language, or B) report the results of the hearing and make a recommendation to the City Council on the proposed text amendment.



Audrey Knight, AICP, City Planner

RECEIVED
OCT 05 2018

BY: Rw

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend Division 2, Sec. 60-144, #17 of the Special Exemption Uses for Agriculture/Resource Protection Zone that currently allows for

Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:

- a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
- b. The recreational or agricultural use has been in existence for at least five years prior to the date of the application for the special exception; and
- c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested.

to specify conformity to Maine DEP standards and to exclude industrial use, including manufacture, assembly and maintenance of recreational or agricultural equipment, in the watershed areas of Taylor Pond and Lake Auburn.

Proposed text amendment:

Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:

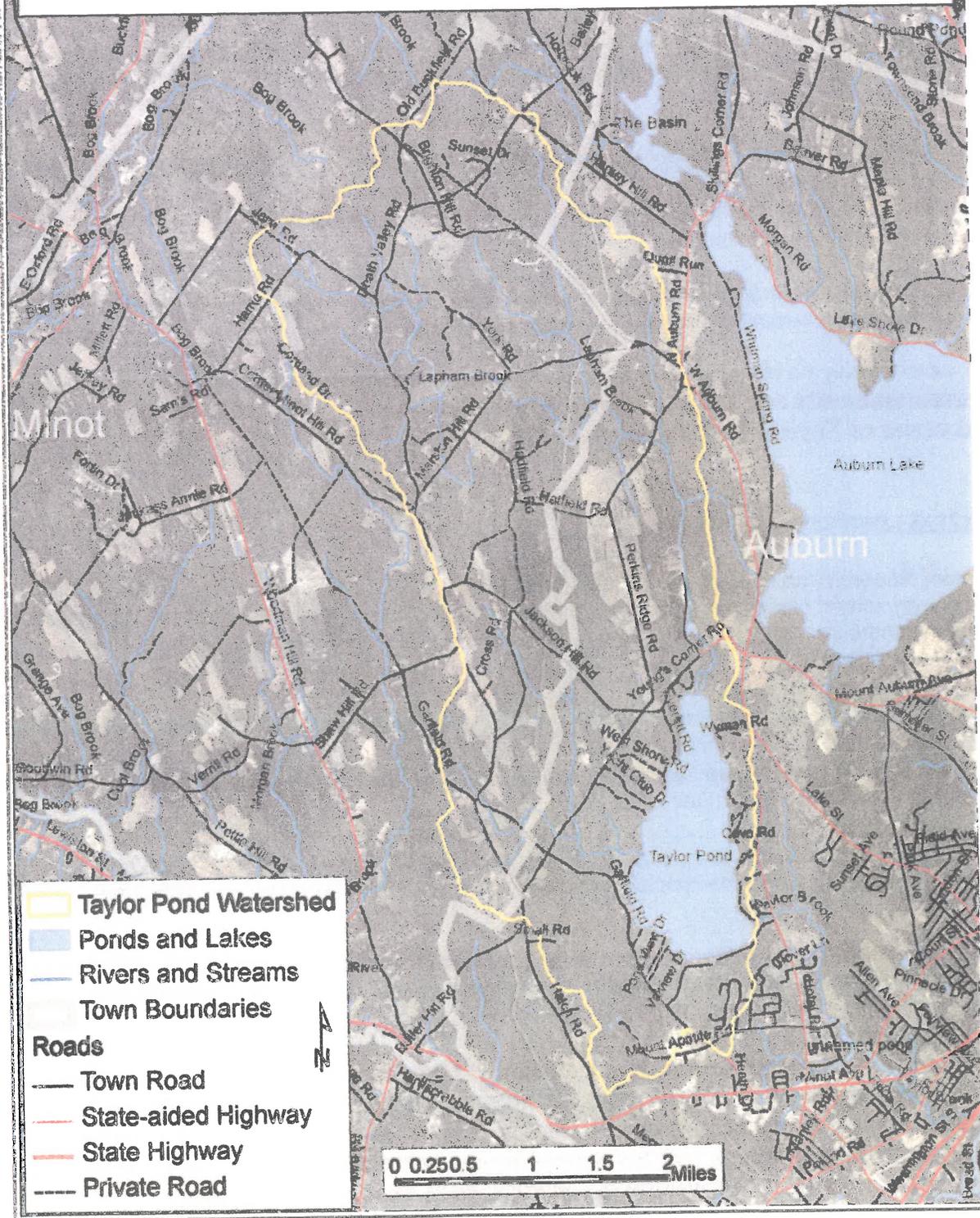
- a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
- b. The recreational or agricultural use has been in existence for at least five years prior to the date of the application for the special exception; and
- c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested, ***in conformance with Maine DEP standards; and***

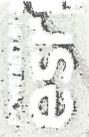
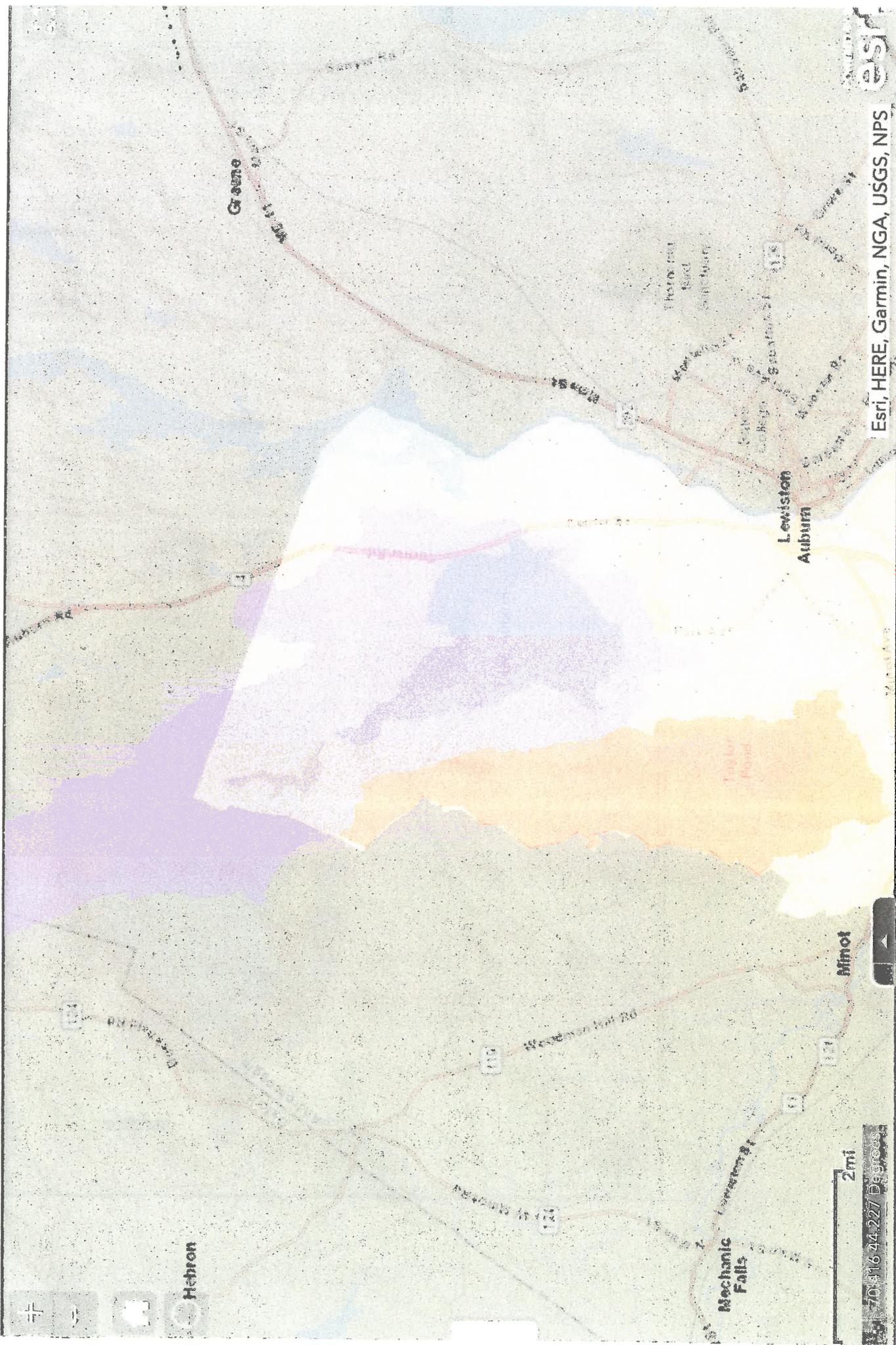
d. Industrial use, including manufacture, assembly and maintenance of recreational or agricultural equipment, is prohibited in the watershed areas surrounding Lake Auburn and Taylor Pond.

The reason for the proposed change is to protect Lake Auburn and Taylor Pond from unnecessary damage to the water quality of these bodies of water that could endanger public health, affect property values resulting in loss of tax revenue to the city of Auburn, and do irreversible damage to wildlife and the environment. Also the roads in these areas are not safe for the heavy traffic that could be generated from such industrial use.

TAYLOR POND WATERSHED

Auburn and Minot, Maine





Esri, HERE, Garmin, NGA, USGS, NPS



2mi
70° 16' 44.227' Degrees

BUCKFIELD

LAKE AUBURN WATERSHED CONTROL LEVELS



HEBRON

LEGEND

Watershed Control Levels:

- LEVEL 1
- LEVEL 2
- LEVEL 3
- LEVEL 4

WATERSHED LINE
SUB-WATERSHED LINE
TOWN LINE

TURNER

MINOT

LAKE AUBURN

AUBURN

LEWIS



Name (Printed)	Signature	Address
Domaldson	Domaldson	72 Winter St; Auburn, ME 04210
Cheryl W Tardif	Cheryl Tardif	420 Youngs Corner Rd. Auburn, ME
Beth Ann Sheats	Sheats	321 Waterwear Dr Auburn, ME
Kristi Huard Norcross	Kristi Huard	230 Valview Dr. Auburn
Lucile Marie	Robert C. Bruce Shaben	100 Stony Road Auburn, ME
Richard Byard	Lucile Marie	699 Garfield R. Auburn, ME
JOAN MACRI	Richard Byard	699 Garfield Rd Auburn, ME
Patricia Sawyer	Joan Macri	42 Waterwear Dr Auburn, ME
KELLY MCGOVERN SHAW	Patricia Sawyer	214 Valview Dr Auburn
Peter Durgin	Kelly McGovern Shaw	165 W SHORE RD AUBURN
Kod Paradis	Peter Durgin	30 WATEVIEW DR 04210
Cullen McCormick	Kod Paradis	173 Chicoine Ave Auburn
LORNE A. FAIMAN	Cullen McCormick	173 Chicoine Ave. Auburn
Dorrie M Faiman	Lorne A. Faiman	One Shore Path Rd.
Michael Lutter	Dorrie M Faiman	1 Shore Path Rd
Stephen W. Sawyer	Michael Lutter	9 Shore Path Rd
Neslie Shields	Stephen W. Sawyer	214 Valview Dr. Auburn
MEREDITH SHORE	Neslie Shields	171 West Shore Rd, Auburn
Wylie Mitchell	Meredith Shore	124 Cove Rd. Auburn
Judi Andrews	Wylie Mitchell	179 West Shore Rd Auburn
BARBARA MITCHELL	Judi Andrews	15 Shore Path Rd. Auburn
Larry Muri	Barbara Mitchell	179 West Shore Rd., Auburn
Ernie Ray Bedette	Larry Muri	77 GUYTON ST AUBURN
Dennis Grafflin	Ernie Ray Bedette	130 Valview Drive
Jannette K Phillips	Dennis Grafflin	173 W. Shore Rd, Auburn
August Frohlich	Jannette K. Phillips	173 W. Shore Rd, Auburn.
Joel Richmond	August Frohlich	767 GARFIELD RD Auburn
William Turner	Joel Richmond	198 VALVIEW DR., AUBURN
Peter Garcia	William Turner	185 Chicoine Auburn
Patricia M Garcia	Peter Garcia	201 WEST SHORE RD AUBURN
Robert J. Thomas	Patricia M Garcia	201 West Shore Rd Auburn
BOB HAYES	Robert J. Thomas	138 Everett Rd. Auburn
Douglas Libbey	Bob Hayes	172 ALLAN AVENUE, AUBURN
Susan Trask	Douglas Libbey	130 Chicoine Ave, Auburn
Elwood Trask	Susan E. Trask	75 Taywood Rd Auburn
Edwin Gray	Elwood Trask	75 Taywood Rd Auburn
Dana Little	Edwin Gray	153 Chicoine Ave Auburn
Ezra Thomas	Dana Little	585 Gerchild Road Auburn
Melissa Sundell	Ezra Thomas	138 Everett R t Auburn
Yolande Gray	Melissa Sundell	40 Nottingham Rd, Auburn
	Yolande Gray	195 West Shore Road



PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

From: Douglas M. Greene; AICP, RLA
Urban Development Specialist

Re: Text Amendment to allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection and Low Density County Residential districts

Date: May 9, 2017

I. PROPOSAL-

The City Council initiated a text amendment at its April 3, 2017 meeting. The text amendment would allow training, sales and service of equipment related to outdoor recreation in the Agricultural and Resource Protection (AGRP) district. If approved, these uses would also be allowed in the Low Density Country Residential (LDCR) district.

The request for the text amendment came as a result of a project that would be part of the Lost Valley Ski Resort. The project is a large building, parking and sales area for a snow grooming company that would like to locate at the Lost Valley Ski Resort and use the ski area for training, grooming and displaying the equipment.

Currently, the sales and servicing of machinery and equipment related to agriculture are allowed as permitted uses in the Agricultural and Resource Protection (AGRP) District. This type of use does not apply to outdoor recreation and, hence, is the impetus for the text amendment.

II. DEPARTMENT REVIEW- The Plan Review Committee met and reviewed this proposal at its April 19, 2017 meeting. The group discussed the general impact of the text amendment and had little concerns about the text amendment itself. There was some discussion about the sketch plan for the Lost Valley project. It was acknowledged that the sketch plan was not an active application for development.

a. Police – No comments.

- b. Auburn Water and Sewer – No comments
- c. Fire Department – No Comments
- d. Engineering – No Comments.
- e. Public Services – No comments.
- f. Economic and Community Development- No comments.

III. **PLANNING BOARD ACTION** – A draft of the text amendment is presented to the Planning Board with an “option A” and “option B”. Option A is a permissive approach that would make the training, sales and servicing of both agricultural and outdoor recreation related equipment a permitted use. Option B relegates those uses as a special exception and would require Planning Board approval. The intent of the text amendment is to have it included in the Low Density Country Residential district as well.

IV. **STAFF RECOMMENDATION** – The staff considered the impact of allowing training, sales and servicing of equipment for outdoor recreation uses and came to the conclusion that there are limited outdoor recreational uses such as golf courses or park uses where those uses could apply. The golf courses could have golf cart sales or golf training schools for example.

With regards to Option A or Option B, the staff supports Option B in order to ensure that these new uses will be reviewed as a special exception, which would include public notice and Planning Board consideration

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council for a text amendment making the training, service and sales of equipment for agricultural and outdoor recreation special exceptions in the Agricultural and Resource Protection district as shown in Option B of the staff report.


Douglas M. Greene, A.I.C.P., R.L.A.
Urban Development Specialist



**City of Auburn
City Council Information Sheet**

Council Meeting Date: April 3, 2017

Order: 31-04032017

Author: Michael Chammings, Director of Economic and Community Development

Subject: Agriculture and Resource Protection/Low Density Rural Residence Ordinance review for schools and equipment sales accessory to a recreational use.

Information: We have a unique opportunity to site a recreational equipment sales, assembly, service, testing and training facility adjacent to a recreational use in Auburn that would benefit an important community recreational asset.

Advantages: This would benefit an important community recreational asset, create taxable value, create “livable wage” jobs and attract international visitors to the city.

Disadvantages: None.

City Budgetary Impacts: None.

Staff Recommended Action: Approve the order.

Previous Meetings and History: March 20, 2017 Council Meeting Executive Session.

Attachments: Memo from Eric J. Cousens, Deputy Director of Economic and Community Development dated 03/29/17 and Order.



City of Auburn, Maine
Office of Economic & Community Development
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

To: Michael Chamings, Director of Economic and Community Development
From: Eric J. Cousens, Deputy Director of Economic and Community Development
Re: Options for the Agriculture and Resource Protection/Low Density Rural Residence Ordinance to allow for schools and equipment sales associated with and complimentary to a recreational use
Date: March 29, 2017

A question has been raised regarding the following use group listed as a Special exception in the Agriculture and Resource Protection District:

- (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.

We allow handling, storage and sale of agricultural services, equipment, and supplies accessory to a farming use with Planning Board review. We also allow recreational uses of land intended or designed for public use subject to Planning Board review and some conditions. The question raised is: Could we allow handling, storage and sale of agricultural services, equipment, and supplies accessory to or associated with a recreational use?

As written the allowance is very specific to farming uses, although the impacts of allowing the use accessory to farming or recreational uses in the Agriculture and Resource Protection District are likely identical. Special exception uses require individual proposals to be reviewed through a public process with the Planning Board to ensure that impacts are avoided.

The term "accessory" includes a determination that the use is subordinate to or under the control of another within a larger organization. That may be too restrictive to allow an associated business that is in separate ownership from the recreational use but still mutually beneficial to locate adjacent to a recreational use. We have an exciting opportunity to site a recreational equipment sales, assembly, service, testing and training facility adjacent to a recreational use in Auburn that would benefit an important community recreational asset and attract international investment and visitors to the city.

We have discussed this opportunity with a couple of Councilors and they have initiated the item for discussion. We are hopeful that the Council will direct staff to draft an amendment to the ordinance and to host a public review process with the Planning Board to recommend a change for Council consideration.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 31-04032017

ORDERED, that the City Council hereby directs City Staff to consult with the Planning Board and develop recommendations to increase the flexibility of the uses allowed in the Agricultural and Resource Protection District, which would allow existing large recreational users to undertake complimentary uses such as the sale of services, equipment, and supplies related to existing recreational uses, and to develop recommendations from the Planning Board for Council consideration.

OPTION A

DIVISION 2. - AGRICULTURE AND RESOURCE PROTECTION DISTRICT

Sec. 60-144. - Purpose.

The purposes of this district are to allow for conservation of natural resources and open space land, to retain vibrant recreational facilities within the City, and to encourage agricultural, forestry, and certain types of recreational uses as well as commercial uses that are reasonably related to agriculture or recreation. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic, historic, and scenic value, the need to retain and preserve open space lands, their economic contribution to the city, and primarily because these areas are so remote from existing centers of development that ~~any-added~~ uncontrolled growth could result in an economic burden on the city and its inhabitants. This section shall be construed so as to effectuate the purposes outlined here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this division.

(Ord. of 9-21-2009, § 3.31A)

Sec. 60-145. - Use regulations.

(a) *Permitted uses.* The following uses are permitted:

- (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
 - c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
- (2) Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns, silos, storage buildings and farm automobile garages.
- (3) Forest products raised for harvest.
- (4) Field crop farms.
- (5) Row crop farms.
- (6) Orchard farms.
- (7) Truck gardens.
- (8) Plant and tree nurseries.
- (9) Greenhouses.

- (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- (12) Wayside stands.
- (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.

(14) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings and accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment.

(b) *Special exception uses.* The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:

- (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
- (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
- (3) ~~Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.~~
- (34) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
- (54) Recreational uses of land intended or designed for public use subject to the following conditions:
 - a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses.
 - b. Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the planning board may grant reasonable extension of time where good cause for the failure to complete is shown.
- (65) Any legally nonconforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:

- a. Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning provisions which would otherwise be applicable except for the provisions of article XII of this chapter.
 - b. In cases where no minimum setback is established by division 5 of article XII of this chapter an open yard space of at least ten feet between the building as reconstructed and each of the property lines shall be maintained.
- (76) Rifle, pistol, skeet or trap shooting ranges, public or private.
- (87) Cemeteries, subject to the following conditions:
- a. At least 20 acres in area.
 - b. Not located in any environmental overlay district or over any known aquifer.
- (89) Municipal sanitary landfills, subject to the following conditions:
- a. Not located in any environmental overlay district or over any known aquifer.
 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - c. Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (94) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
- a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than one and one-half times its height from the nearest property line.
- (104) Wholesale nurseries, subject to the following conditions:
- a. At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner.
 - b. The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.
- (112) Processing and storage of compost and bulking agents from the municipal wastewater sewerage sludge facilities provided that:
- a. All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the planning board.
 - b. All federal, state and local ordinances and laws relating to the processing and storage of waste are complied with.
 - c. An end-use plan must be filed as part of the planning board process.
- (132) Licensed hospice care facility provided that it shall be licensed by the state as a Medicare certificate hospice.
- (143) Slaughterhouse, stockyard, abattoir, dressing plant in compliance with state and federal regulations subject to the following conditions:
- a. The facility shall not be located within the Lake Auburn Watershed Overlay District, the Watershed of Taylor Pond, the Shoreland Overlay District or the Floodplain Overlay District.
 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.

- d. Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
 - e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
- (145) Compost operations, excluding municipal and industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves and yard trimmings in compliance with state and federal regulations, subject to the following conditions:
- a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
 - b. Provisions shall be made to avoid surface and groundwater pollution.
 - c. Provisions shall be made to counteract vermin, insects and odors.
 - d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
 - e. Shall not be located within the Lake Auburn Watershed Overlay District.

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011)

Sec. 60-146. - Dimensional regulations.

All structures in this district, except as noted shall be subject to the following dimensional regulations:

- (1) *Minimum lot area, width and depth.* No lot shall be created and/or no building shall be erected on a lot containing less than ten acres, exclusive of any bodies of water having a surface area of one-fourth of an acre or more, and measuring not less than 250 feet in width at the street frontage, and 200 feet in depth.
 - a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
 - b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
- (2) *Density.* The density of yearround dwelling units shall not exceed an average of one dwelling per ten acres.
- (3) *Yard requirements.*
 - a. *Rear.* There shall be behind every building a rear yard having a minimum depth of 25 feet.
 - b. *Side.* There shall be a minimum distance of 15 feet between any building and the side property line.
 - c. *Front.* There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.

- (4) *Height.* The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) *Off-street parking.* Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

(Ord. of 9-21-2009, § 3.31C)

Secs. 60-147—60-199. - Reserved.

OPTION B

DIVISION 2. - AGRICULTURE AND RESOURCE PROTECTION DISTRICT

Sec. 60-144. - Purpose.

The purposes of this district are to allow for conservation of natural resources and open space land, to retain vibrant recreational facilities within the City, and to encourage agricultural, forestry, and certain types of recreational uses as well as commercial uses that are reasonably related to agriculture or recreation. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic, historic, and scenic value, the need to retain and preserve open space lands, their economic contribution to the city, ~~and~~ primarily because these areas are so remote from existing centers of development that ~~any added~~ uncontrolled growth could result in an economic burden on the city and its inhabitants. This section shall be construed so as to effectuate the purposes outlined here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this division.

(Ord. of 9-21-2009, § 3.31A)

Sec. 60-145. - Use regulations.

- (a) *Permitted uses.* The following uses are permitted:
 - (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or

reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.

- c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
 - (2) Buildings, equipment, and machinery accessory to the principal use including, but not limited to: barns, silos, storage buildings and farm automobile garages.
 - (3) Forest products raised for harvest.
 - (4) Field crop farms.
 - (5) Row crop farms.
 - (6) Orchard farms.
 - (7) Truck gardens.
 - (8) Plant and tree nurseries.
 - (9) Greenhouses.
 - (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
 - (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
 - (12) Wayside stands.
 - (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.
 - (14) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings and accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment.
- (b) *Special exception uses.* The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:
 - (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) ~~Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use. [MM1]~~

- (34) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
- (54) Recreational uses of land intended or designed for public use subject to the following conditions:
- a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses.
 - b. Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the planning board may grant reasonable extension of time where good cause for the failure to complete is shown.
- (65) Any legally nonconforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:
- a. Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning provisions which would otherwise be applicable except for the provisions of article XII of this chapter.
 - b. In cases where no minimum setback is established by division 5 of article XII of this chapter an open yard space of at least ten feet between the building as reconstructed and each of the property lines shall be maintained.
- (76) Rifle, pistol, skeet or trap shooting ranges, public or private.
- (87) Cemeteries, subject to the following conditions:
- a. At least 20 acres in area.
 - b. Not located in any environmental overlay district or over any known aquifer.
- (89) Municipal sanitary landfills, subject to the following conditions:
- a. Not located in any environmental overlay district or over any known aquifer.
 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - c. Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (940) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
- a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than one and one-half times its height from the nearest property line.
- (104) Wholesale nurseries, subject to the following conditions:
- a. At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner.
 - b. The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.

- (112) Processing and storage of compost and bulking agents from the municipal wastewater sewerage sludge facilities provided that:
- a. All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the planning board.
 - b. All federal, state and local ordinances and laws relating to the processing and storage of waste are complied with.
 - c. An end-use plan must be filed as part of the planning board process.
- (132) Licensed hospice care facility provided that it shall be licensed by the state as a Medicare certificate hospice.
- (143) Slaughterhouse, stockyard, abattoir, dressing plant in compliance with state and federal regulations subject to the following conditions:
- a. The facility shall not be located within the Lake Auburn Watershed Overlay District, the Watershed of Taylor Pond, the Shoreland Overlay District or the Floodplain Overlay District.
 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.
 - d. Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
 - e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
- (145) Compost operations, excluding municipal and industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves and yard trimmings in compliance with state and federal regulations, subject to the following conditions:
- a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
 - b. Provisions shall be made to avoid surface and groundwater pollution.
 - c. Provisions shall be made to counteract vermin, insects and odors.
 - d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
 - e. Shall not be located within the Lake Auburn Watershed Overlay District.

(16) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings and accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment.

(Ord. of 9-21-2009, § 3.31B; Ord. No. 32-02072011-07, 2-7-2011; Ord. No. 06-08012011-07, 8-1-2011)

Sec. 60-146. - Dimensional regulations.

All structures in this district, except as noted shall be subject to the following dimensional regulations:

- (1) *Minimum lot area, width and depth.* No lot shall be created and/or no building shall be erected on a lot containing less than ten acres, exclusive of any bodies of water having a surface area of one-fourth of an acre or more, and measuring not less than 250 feet in width at the street frontage, and 200 feet in depth.

- a. A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This section shall not be construed to prevent the construction of nonresidential accessory farm buildings on any such lot.
 - b. On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in section 60-2.
- (2) *Density.* The density of year round dwelling units shall not exceed an average of one dwelling per ten acres.
- (3) *Yard requirements.*
- a. *Rear.* There shall be behind every building a rear yard having a minimum depth of 25 feet.
 - b. *Side.* There shall be a minimum distance of 15 feet between any building and the side property line.
 - c. *Front.* There shall be in front of every building a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.
- (4) *Height.* The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height. Accessory buildings and structures may have a maximum height of 65 feet from grade, provided that the front yard, rear yard and each of the side yards shall be increased by one foot for each foot in height in excess of 35 feet.
- (5) *Off-street parking.* Off-street parking spaces shall be provided in accordance with the requirements for specific uses as set forth in articles V through XI of this chapter.

(Ord. of 9-21-2009, § 3.31C)

Secs. 60-147—60-199. - Reserved.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Adam R. Lee, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 06-06052017

BE IT ORDAINED, that the City Council, that Chapter 60, Zoning be amended as follows:

ARTICLE IV, DISTRICT REGULATIONS, DIVISION 2 AGRICULTURE AND RESOURCE PROTECTION DISTRICT, Section 145, Use Regulations, (b) Special Exception Uses,

(16) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:

- a. The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
- b. The recreational or agricultural use has been in existence for at least 5 years prior to the date of the application for the special exception; and
- c. The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested.

**Public hearing and passage of first reading on 6/5/2017 5-0-1 (Councilor Young absent).
Passage of second and final reading on 6/19/2017 7-0.**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 1-28-19

Author: Peter Crichton, City Manager

Subject: Budget Presentation Workshop

Information: The Department Directors will have submitted their CIP and Operating Budget requests by the end of this month. Our budgeting process is starting earlier than what the City has done in the past. This Monday the Finance Director Jill Eastman and I will be presenting information on the upcoming FY20 budget, including factors affecting the budget, potential budget drivers, the budget timeline, property valuation growth and how that is impacted by exemptions, as well as reimbursements.

City Budgetary Impacts: None, at this time.

Staff Recommended Action: Review and Discussion.

Previous Meetings and History: None

City Manager Recommendations:

I concur with the recommendation.

A handwritten signature in blue ink that reads "Peter J. Crichton".

Attachments: Electronic version of presentation.

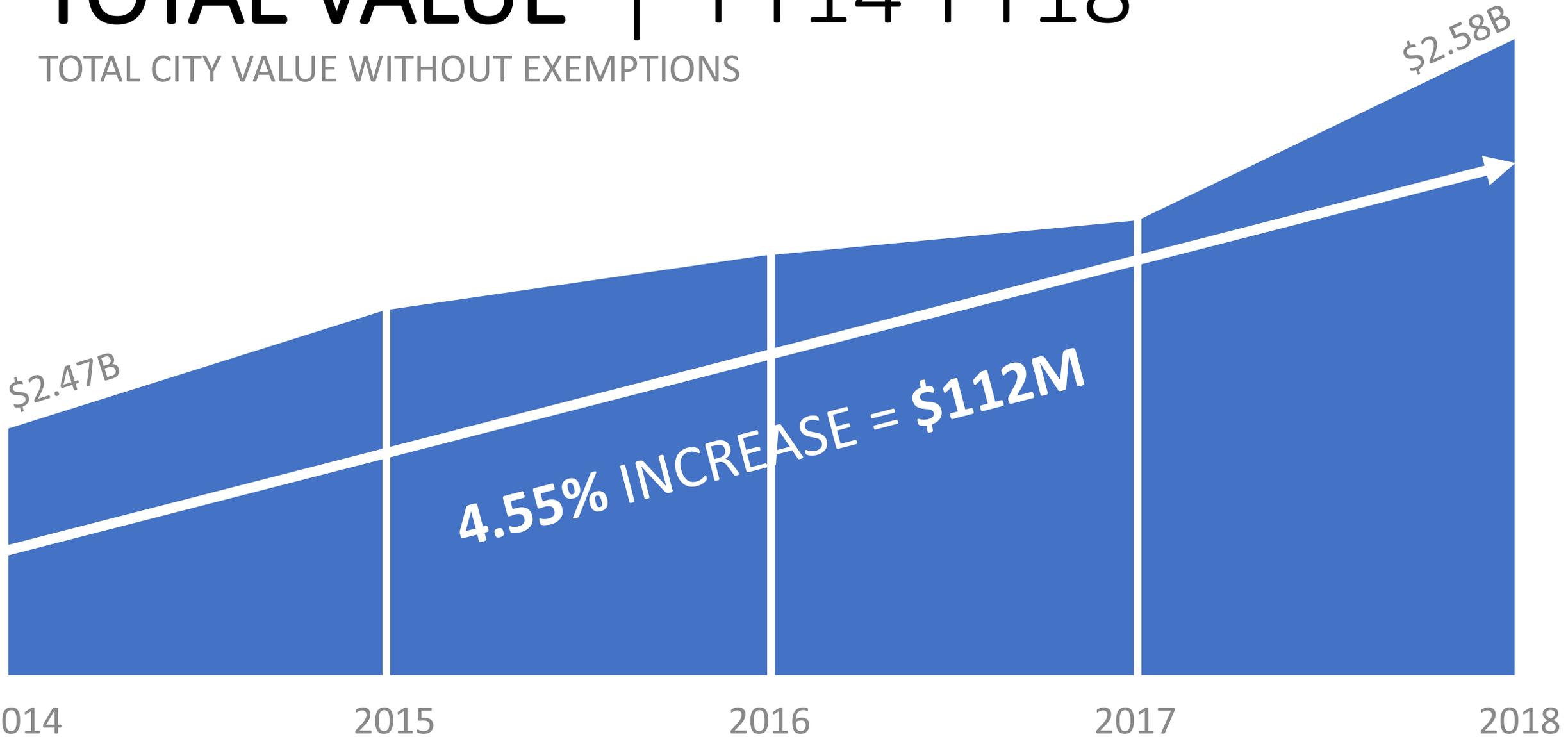
FY20 BUDGET

A FIRST GLANCE



TOTAL VALUE | FY14-FY18

TOTAL CITY VALUE WITHOUT EXEMPTIONS



IMPACT

FACTORS THAT IMPACT CITY'S VALUATION

Homestead Exemption

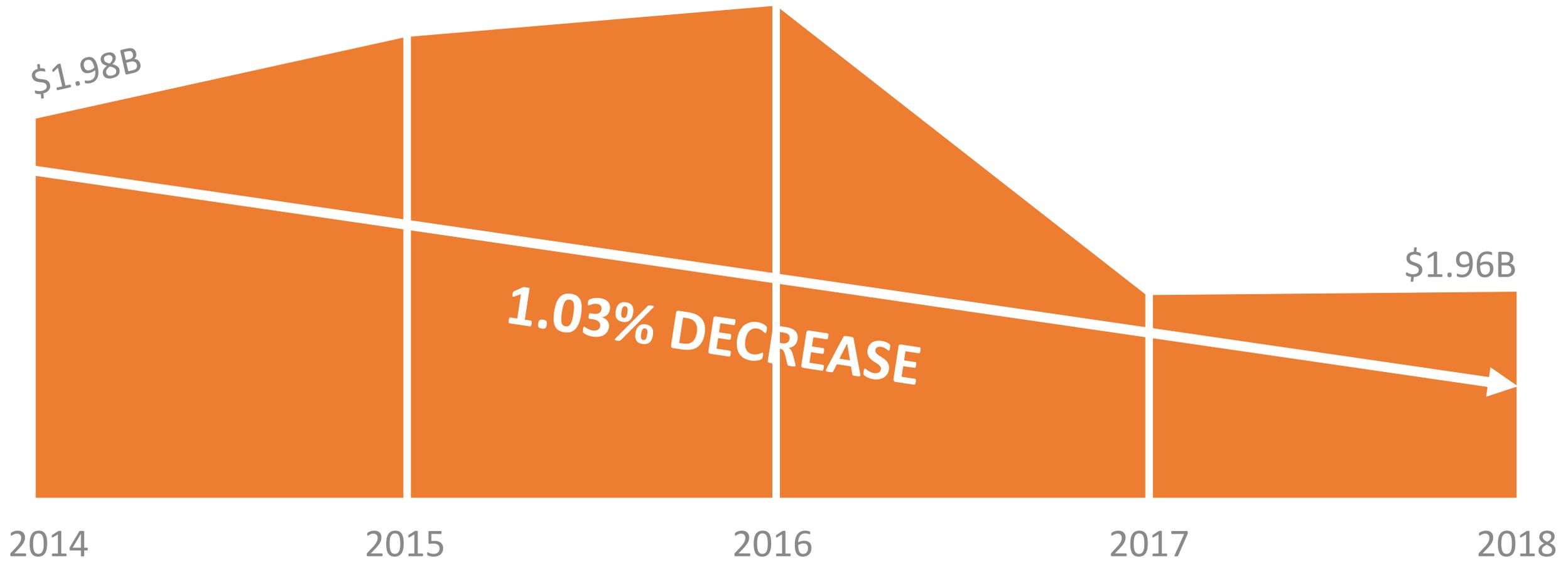
Personal property depreciation

BETE (Business Equipment Tax Exemption)

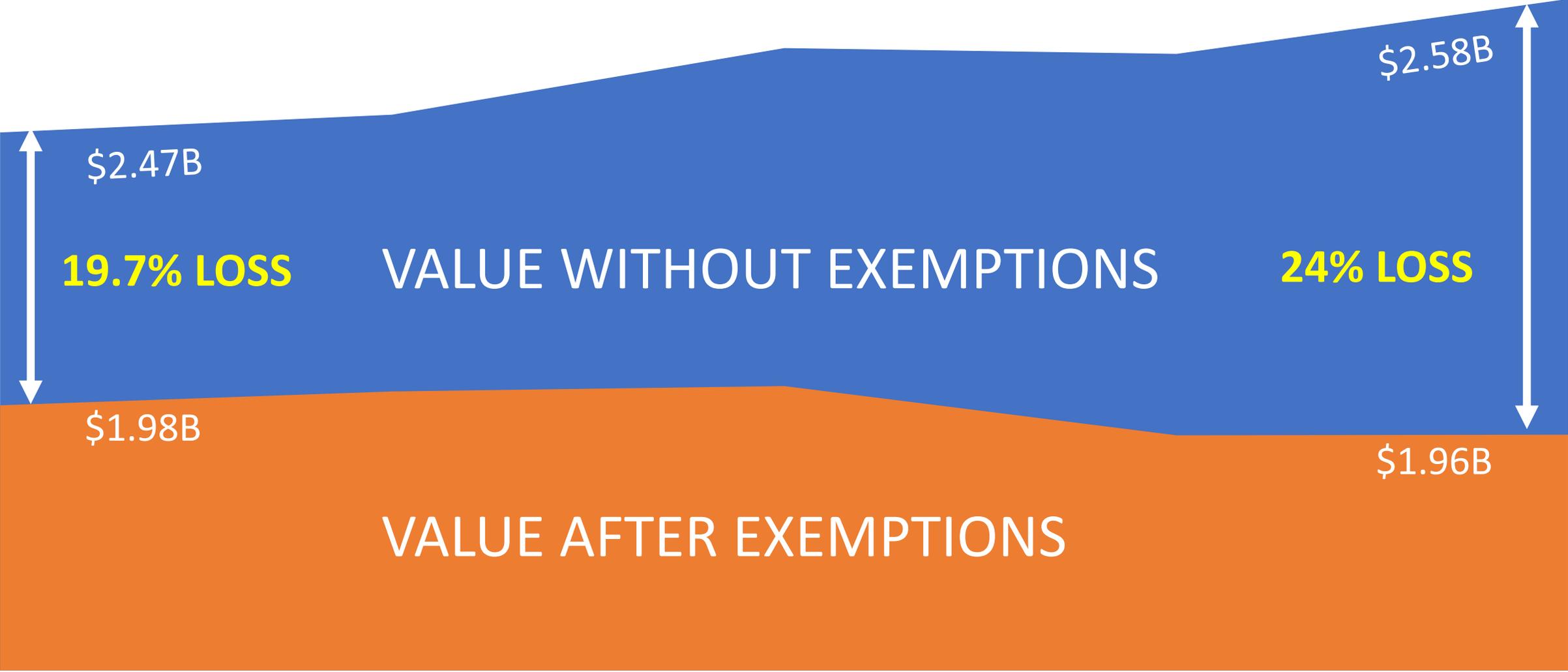
IMPACT

NEGATIVE IMPACT ON VALUATION

TOTAL VALUATION AFTER EXEMPTIONS



IMPACT



2014

2015

2016

2017

2018

IMPACT

EXEMPTIONS OUTPACING NEW GROWTH

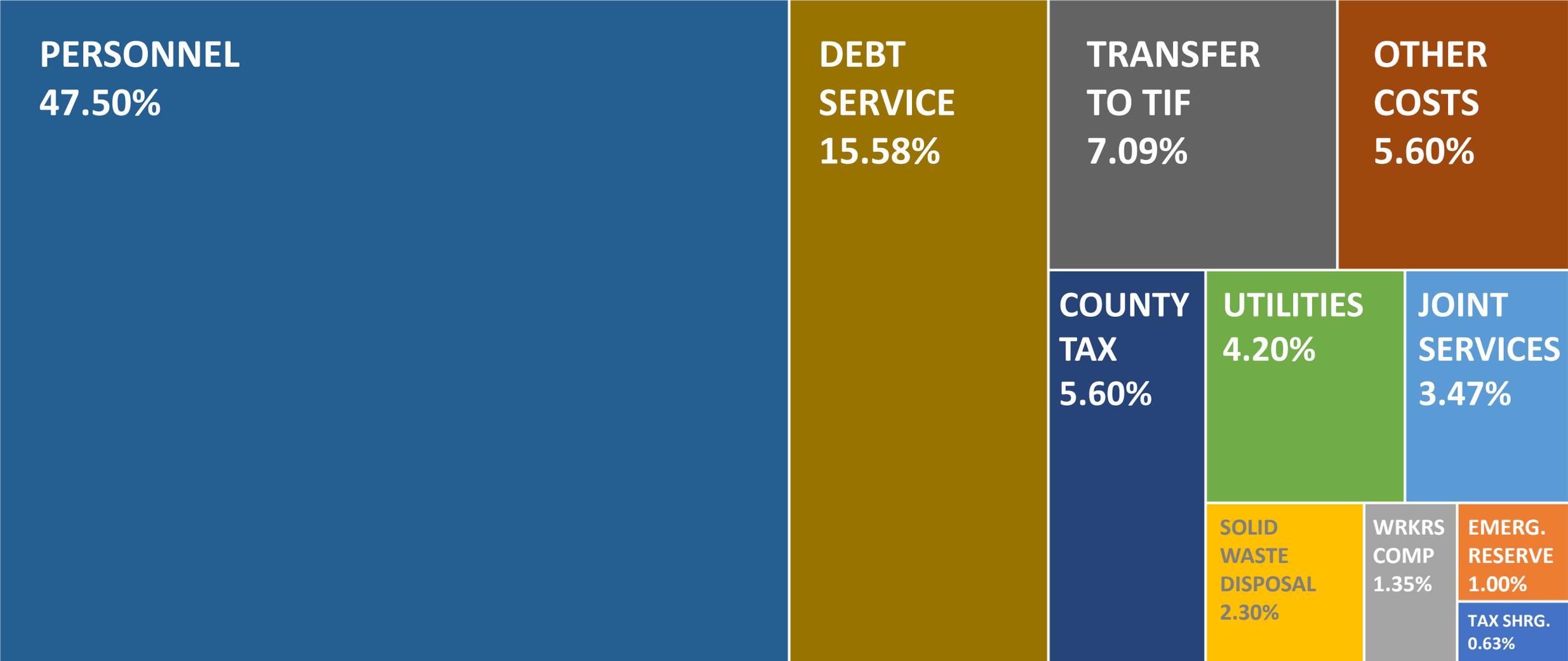




BUILDING A BUDGET

BUILDING A BUDGET

HOW THE PIECES FIT TOGETHER





OTHER FACTORS

POTENTIAL BUDGET DRIVERS
FY20

OTHER FACTORS

POTENTIAL BUDGET IMPACTS

Compensation Study

Municipal Revenue Sharing

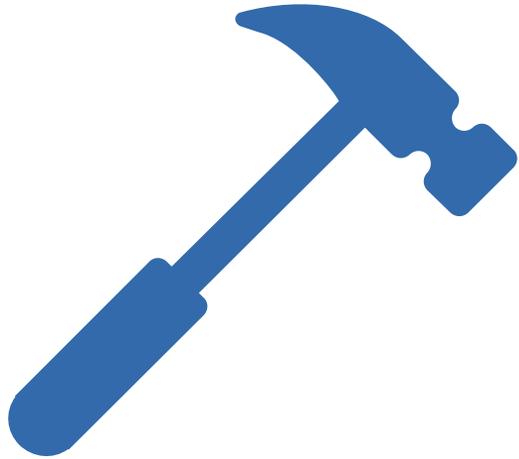
Local Option Sales Tax

Joint Services

Strategic Plan Implementation

GENERAL BUDGET TIMELINE

- ✓ CIP – DEPARTMENT REQUESTS – Mid-January
- DEPT OPERATING BUDGETS – End of January
- MGR./DEPT. HEAD MEETINGS - February
- DRAFT CIP PRESENTATION – March [W/ASD]
- DRAFT MANAGER’S BUDGET – March
- PRESENT BUDGET – April [W/ASD]



WORKPLAN

TYING IT ALL TOGETHER

WORKPLAN FOCUS AREAS



DEPARTMENT PROFILE | CITY MANAGER'S OFFICE

Department Head Peter Crichton

Address/Phone/Website

60 Court Street, Auburn, Maine 04210 | 207.333.6601 | www.auburnmaine.gov

Department Mission/Vision To be one of the best small cities in America.

History of the Department Auburn was first settled in 1786 as part of Bakerstown, renamed Poland when it was incorporated by the Massachusetts General Court in 1795. It was then part of Minot, formed from parts of Poland and incorporated in 1802. Auburn would itself be formed from parts of Minot and incorporated on February 24, 1842. The name was apparently inspired by "Auburn," a village (real or fictitious) featured in the 1770 poem "The Deserted Village" by Oliver Goldsmith. Originally part of Cumberland County, the town became county seat of Androscoggin County at its creation in 1854. By annexing land from towns around it, including part of Poland in 1852, Minot in 1873, and all of Danville (first called Pejepscot) in 1867, Auburn grew geographically into one of Maine's largest municipalities. Incorporated a city on February 22, 1869, Auburn in 1917 would be the first city in the state to adopt a council-manager form of government.

Auburn is divided up into five wards. The city's governing body is a City Council, consisting of a mayor and seven councilmembers (one from each of the five wards, and two elected at large). The mayor is elected at large. The City Manager is appointed by the City Council and shall be the administrative head of the City government and shall be responsible to the City Council for the administration of all departments other than the Department of Education.

Number of Personnel (4) City Manager, Assistant City Manager, Communications & Compliance Manager, and Executive Assistant.

Who Do You Serve? The Auburn City Council and all citizens.

Connections with Other Departments The administrative head of all city departments.

Community Partnerships School Committee, LA 911, Auburn Public Library, City of Lewiston, Androscoggin County, Auburn & Lewiston Airport, Lewiston Auburn Transit Committee (LATC), LA Arts, Androscoggin Valley Council of Government (AVCOG), Androscoggin County, Androscoggin Transportation Resource Center (ATRC), Auburn Business Development Corp (ABDC), Auburn Housing Authority, Auburn Sewer District, Auburn Water District, Lewiston-Auburn Railroad Company (LARC), L/A Water Pollution Control Authority, and Maine Waste to Energy.

Short-Term Goals

[0-1 years/current budget]

Cultivate a well-balanced, stable and effective city government model.
Complete the Strategic Plan and begin implementation upon adoption by the city council.
Support Auburn's 150th Celebration with leadership, staff, and resources.
Present the city budget to the city council for adoption.
Review and update all policies and procedures for the City of Auburn.
Complete an inventory of all city assets to include maintenance and replacement schedules.
Partner with the Auburn School Department to build the new high school.

Mid-Term Goals

[1-5 years]

Initiate 2020 Comprehensive Plan.
Conduct annual reviews of the adopted Strategic Plan.
Strengthen community partners and key stakeholders.
Complete an analysis of all city infrastructures to include maintenance and replacement schedules.
Create a marketing team to promote, brand, and grow the City of Auburn.
Identify regional opportunities to strengthen services and reduce costs.
Create a culture which supports and empowers employees and inspires excellence.

Long-Term Goals

[5-10 years]

Assist the city council with forming a charter review commission.
Establish Auburn as the premiere destination for Sports Tourism in the State of Maine.
Meet or exceed benchmarks identified in 2020 Comprehensive Plan.

DEPARTMENT PROFILE | FINANCE DEPARTMENT

Department Head Jill Eastman

Address/Phone/Website 60 Court St/333-6601 ext 1402/auburnmaine.gov

Department Mission/Vision The Financial Services Department is “Committed to supporting internal and external customers with timely and accurate information, and the safekeeping of the City’s assets.”

History of the Department In 1987, Finance of a Finance Director, Purchasing Agent, Payroll Clerk, part-time Accounts Payable Clerk, Tax Collector, two full time Tax Clerks, one part-time Tax Clerk and a Maintenance Person. In 1989 the new position of Accounting Manager was created. In 1994 the two part-time positions were made full time and the Accounting Managers position was eliminated. Finance staffing remained the same until 2010, when the Purchasing Agent position was eliminated. During the 2012-2013 budget the City Council budgeted to add a Facilities/Purchasing Manager and this position was filled in November 2012. The Assessing Department was moved under Finance as of the FY 15-16 budget. Staffing has remained the same since then.

Number of Personnel Twelve full time staff.

Who Do You Serve? The public and all departments and staff.

Connections with Other Departments

We work very closely with all City Departments including the School Department.

Community Partnerships

Androscoggin Bank, TD Bank, Mechanic Savings Bank and Norway Savings Bank.

Short-Term Goals

[0-1 years/current budget]

Keep up with technology by maintaining and upgrading our current software.

Maximize return on City's Investments while following the Investment Policy.

Continue cross-training with City Clerk staff

Mid-Term Goals

[1-5 years]

Secession Planning and Implementation

Continue to implement new GASB rules in order to maintain Certificate of Excellence in Financial Reporting.

Review internal policies and update if necessary, to maintain proper internal controls.

DEPARTMENT PROFILE | CITY CLERK'S OFFICE

Department Head Susan Clements-Dallaire, City Clerk

Address/Phone/Website

60 Court Street, Auburn, ME 04210 - Phone 333-6601, ext. 1126

Department Mission/Vision The City Clerk's office is committed to providing excellent customer service while accurately maintaining city records and overseeing the election process.

History of the Department Our office is often the first point of contact for visitors of the City. We welcome visitors coming into Auburn Hall providing them with direction & information. We're responsible for filing & maintaining vital statistic records for the City (births, deaths, and marriages). The City Clerk attends meetings of the Council and is responsible for the preparation of agendas, recording and filing of minutes, Orders, Resolves, and Ordinances that the City Council has acted upon and making sure that our Code of Ordinances are up to date. We are responsible for the administration and issuance of business licenses/permits for the City. We maintain information, term expirations and recruiting volunteers to serve on our boards and committees. Another major function of this office is the coordination and administration of elections and voter registration for the City which requires adherence to local, State, and Federal laws.

Number of Personnel 3 full time employees

Who Do You Serve? Auburn residents, voters, callers, and visitors of the City, various city staff and the City Council.

Connections with Other Departments We work with most departments in some capacity, however we work closely with the Tax Office (cross training), Police, Fire, and Code, and Finance (business licensing), Department Directors, the School Department, City Manager's office and the City Council.

Community Partnerships Funeral homes, the City of Lewiston Clerk staff, the Secretary of State's Office (Elections Division), DHHS Vital Records staff, Maine Town and City Clerks' Association, Maine Bureau of Liquor Licensing

Short-Term Goals

[0-1 years/current budget]

Continue with professional training and development to enhance skills and to stay informed and up to date on State, Federal, and local laws and to achieve and/or maintain certification.

Devoting the time needed for business licensing to help to ensure the health and safety of citizens and visitors in our City as well as maintaining a business friendly reputation.

To enhance communication, information sharing, and greater transparency.

To continue to promote a positive customer service experience for our customers.

To create new and improved processes in order to gain efficiencies while also keeping in compliance with City, State, and Federal laws.

Succession planning.

Ensure that we are meeting our statutory obligations and deadlines.

Continue our cross-training efforts with the Tax office.

Mid-Term Goals

[1-5 years]

Preservation/restoration of vital records of the City

Succession planning.

To consolidate to one polling place. There are several reasons for wanting to do so;

1. School safety - to reduce or eliminate the use of Schools.
2. Eliminate voter confusion - at every election a number of voters are not certain where they vote and often times show up at the wrong polling place. With one polling place, that would no longer be an issue.
3. Less chance of error when completing paperwork because Clerk staff would be at the polling place for the entire day.
4. It is very difficult for a staff of 3 to be available at 5 polling places, central processing of absentee ballots, and the Clerk's office when issues arise.
5. Cost savings - \$1,100 savings per election for programming the AVS machines (we would be able to reduce the number of AVS machines from 5 to 1), and a savings of \$950 or more per election for temporary election staff, depending on the type of election.
6. Gain efficiencies while maintaining the integrity of the election process.
7. May reduce some of the staffing issues we currently run into by trying to fully staff all 5 polling places and central processing.

Continue with professional training and development to enhance skills and to stay informed and up to date on State, Federal, and local laws and to achieve and/or maintain certification.

Provide a single, adequate, secure location for election equipment.

Long-Term Goals

[5-10 years]

Continue the preservation/restoration of records until complete.

Continue with professional training and development to enhance skills and to stay informed and up to date on State, Federal, and local laws and to achieve and/or maintain certification.

Succession planning.

DEPARTMENT PROFILE | POLICE DEPARTMENT

Department Head Chief Jason D. Moen

Address/Phone/Website 60 Court St. / 207-333-6650 / www.auburnpd.com

Department Mission/Vision

OUR MISSION - To prevent crime and protect our community

OUR VISION - To be community focused in all that we do

OUR VALUES - Honor, excellence, loyalty & professionalism

OUR MOTTO - Expect excellence

History of the Department

The Auburn Police Department is a “Gold Standard” Nationally Accredited police department consisting of four divisions; Administration, Patrol, Support Services and Criminal Investigations. The department responds to an average of 27,000 calls for service annually. Auburn’s 67 square miles of geography is divided into four police beats (zones). This allows officers to be assigned to specific zones in an effort to minimize response time. The average response time to a priority call is under four minutes. Annually the department averages 3200 incident reports taken, 775 physical arrests made, 1175 criminal summonses issued, and 6300 traffic stops made. The department staggers staffing throughout the 24-hour day to match resources with call volume.

Number of Personnel 55 sworn officers, 8.5 civilians.

Who Do You Serve? We serve everyone who lives, works and plays in Auburn.

Connections with Other Departments

We partner with all of the city departments on various levels and projects.

Community Partnerships

We have several community partnerships that include the Androscoggin Children's Advocacy Center, Safe Voices, Sexual Assault Prevention & Response Services and Healthy Androscoggin. Most prevalent is our partnership with the Auburn PAL Center in providing a safe haven for kids after school. The department has four neighborhood watch groups throughout the city.

Short-Term Goals

[0-1 years/current budget]

Reduce Crime Rate
Fill remaining two officer vacancies
Vehicle Replacement (4)
Mobile Data Terminal Replacement
Locker Room Improvements
Interview Room Recording Equipment Replacement
Conference Room Chair Replacement

Mid-Term Goals

[1-5 years]

Reduce Crime Rate & Improve Quality of Life within the city
Maintain vehicle replacement schedule
Add patrol officer and vehicle for Marijuana Ordinance Enforcement
Firearms Replacement
Assign Patrol Rifles to individual officers
Cruiser lightbar replacement
Purchase Radar Sign Trailer
Replace all Ballistic Shields
Replace Cruiser Camera Systems
Replace Gym Equipment
Implement Body Worn Cameras Program
Complete design of new public safety building
Create Community Action Team to address quality of life issues. (Additional Personnel)
Implement Crime Free Multi-Housing Program
Reclassify Professional Standards Sergeant Position to Lieutenant

Long-Term Goals

[5-10 years]

Reduce Crime Rate & Improve Quality of Life within the city
Complete construction of Public Safety Building
Maintain Vehicle Replacement Schedule
Replace traffic calming devices

DEPARTMENT PROFILE | FIRE DEPARTMENT

Department Head Chief Robert Chase

Address/Phone/Website www.auburnmaine.gov/pages/government/fire-department

Department Mission/Vision The Auburn Fire Department is dedicated to providing the community with the highest standard of service through prevention, training, education, suppression and emergency medical services. We will provide this service with loyalty, integrity, accountability and teamwork.

History of the Department The department responds from 3 stations, operating two fire engines, one Quint and two ambulances. A minimum of 14 firefighter/paramedics are on duty 24/7. In 2014 Auburn Fire Department assumed the responsibility of providing EMS transporting services to the City of Auburn. We respond to approximately 1200 fire emergencies and 3500 medical emergencies each year.

Number of Personnel 64 Firefighter/Paramedics, 1 Fire Prevention Officer, 2 support staff, Chief, Deputy Chief, EMS Director

Who Do You Serve? We serve and residents, visitors and businesses of Auburn and also support our neighboring communities.

Connections with Other Departments

The Fire Department works with planning and permitting in reviewing plans for new development as well as completing code inspections. We work the closely with the Police Department, not only at emergency scenes, but also in emergency management and planning. Members of the department have also provided safety training for Auburn Town Hall employees, the Recreation Department, the Communications Center and the Police Department.

Community Partnerships

The department plays an active role in the Local Emergency Planning Committee and works regularly with the Androscoggin County Emergency Management Agency. Firefighters from Auburn serve on the COBRA team which is a State sponsored Hazardous Materials Response Team. We also partner with many businesses in support of our fire prevention programs. We provide safety, CPR and fire extinguisher training to local businesses/organizations.

Short-Term Goals

[0-1 years/current budget]

Continued implementation of department wide data collection software.
Build on existing partnership with the Lewiston Fire Department to enhance response efficiencies in both cities.
Improve equipment and apparatus reliability.

Mid-Term Goals

[1-5 years]

Use data to improve operations to achieve service delivery objective
Reach Service Deliver Objective of
response time of 5 minutes or less 80% of the time.
Become an Accredited Fire Department through the Center for Public Safety Excellence.
Fund a safe and appropriate Fire Station for South Auburn Fire District.
Make AFD an EMS training site, thereby improving our training level while also enhancing our ability to effectively recruit Firefighter/Paramedics.

Long-Term Goals

[5-10 years]

Ensure facilities and equipment are sufficient to meet the needs of the changing community demographics.
Make necessary facility modifications to allow for the placement of the apparatus and equipment in the most appropriate district(s). This includes having the Quint in the more urban district and enhancing rural fire equipment in the more rural districts.
Meet national response time standards. Response time of 5 minutes or less 90% of the time

DEPARTMENT PROFILE | PUBLIC WORKS

Department Head Dan Goyette

Address/Phone/Website 296 Gracelawn Road, (207) 333-6670,
www.auburnmaine.gov/pages/government/public-works

Department Mission/Vision

Mission

To provide public infrastructure and municipal services to protect and enrich the daily lives of the people who live, work and play in Auburn.

Vision

To exceed citizen expectations and strive for continuous improvement at all levels; to maintain and improve upon infrastructure; and to prepare for new growth, through planning, teamwork, communication and exceptional service.

History of the Department

The Highway Department moved to the Woodbury Brackett Municipal Garage on Gracelawn Road in 1971. The building has remained virtually the same since that time. The Engineering Department then combined with the Highway Department to form the Public Works Department in 1973. The Department then began an aggressive campaign to reconstruct the City road network but the oil embargo later in 1973 squashed these plans. The Department had to scrutinize its operations in order to determine what the large escalation in costs meant to services. In general, it was found that the more labor intensive maintenance activities (pothole patching) or requiring early response (snow plowing) were well suited to public works, while those programs requiring special skills (ledge blasting), special equipment (centerline striping) or involving economies of scale (paving), were better suited to the private sector. This remains the case today. In 2013, Public Works was redefined to include highway maintenance, fleet maintenance, parks maintenance and solid waste services.

Number of Personnel 62

Who Do You Serve? The Department of Public Works serves both the general public and the other departments of the City.

Connections with Other Departments

The Department has close ties with virtually every City department. The Department maintains the Police Departments cruisers, moves voting equipment for the Clerk's office, reviews plans for the Economic Development Department and maintains the athletic fields and parks for the Recreation Department to name a few.

Community Partnerships

The Department is very active within the community. Whether is working with the numerous road race committees to working with LATC on bus shelter repairs, the Department is open to all outside organizations in order to provide any assistance possible.

Short-Term Goals

[0-1 years/current budget]

Maintain City Infrastructure

Complete construction projects on Rodman Rd, N. River Rd, 5th St.

To provide excellent fleet services for all city fleets

Maintain City parks and cemeteries

Construct a new warm storage building

Mid-Term Goals

[1-5 years]

Attain Re-Accreditation

Complete \$4-5 million worth of street work per year.

Update the PW fleet to the maximum extent possible in order to maximize the department's efficiency

Maintain the department's cutting-edge maintenance practices.

Long-Term Goals

[5-10 years]

Maintain Accreditation

Complete \$4-5 million worth of street work per year.

Bring all city streets to a minimum PCR of 70

Update city playground equipment

Provide a water-related recreation area for residents

DEPARTMENT PROFILE | ECONOMIC & COMMUNITY DEVELOPMENT

Department Head Michael Chamblings

Address/Phone/Website 207.333.6601 ext. 1218 Email: mchamblings@auburnmaine.gov

Department Mission/Vision The mission of the Auburn Economic and Community Development Department is to improve, maintain and protect a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners which also provides decent housing and expanding economic opportunities for persons of all income levels.

We accomplish this endeavor by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner.

History of the Department The Department of Economic & Community Development is responsible for the coordination, direction and leadership of all Economic and Community Development activities in the City. This includes oversight of the City's Tax Increment Financing (TIF) Districts; protecting and improving the community's environment, infrastructure and economy through land use policies and ordinances, as well as enforcement of certain public health and safety codes; administering land use, building, housing, plumbing and electrical codes and providing for the maintenance of streetlights and traffic signals; and administering the City's C.D.B.G and Home programs to meet their national and local objectives. The Department of Economic & Community Development is close to revenue neutral (we utilize very little general fund tax revenue with a goal of zero). The majority of our funding is derived from: TIF funds, Federal funds (we are a federal entitlement community) and permit/application fees.

Number of Personnel Fifteen Full-Time personnel. Three Divisions - One team

Who Do You Serve? The Department serves current and potential Land and business owners, residents and the City government.

Connections with Other Departments The Economic and Community Development Department works closely with all other City departments in the areas of permitting & licensing, public safety, electrical repairs, project financing and planning support. Provides administrative support to Engineering and Assessing.

Community Partnerships AVCOG, Chamber of Commerce, Auburn Business Association, Economic and Community Development Council of Maine, Community Concepts, Androscoggin Land Trust, ABDC, LARR, Maine Real Estate & Development Association and Maine Biz. Each of these organizations is part of the network providing resources, information and development opportunities to our community.

Short-Term Goals

[0-1 years/current budget]

High Speed internet new "Auburn Enterprise Center" industrial park.
City Marketing
Ag study & ordinance update
Continue to assist our existing Redevelopment Projects along Entrance Corridors.
Parking & walkability Improvement including Library
Dilapidated Building Rehab
Foreign-Trade Zone use and promotion/Foreign investment
Streetlight Upgrades
Housing Inventory/quality
Freight rail expansion/Passenger rail
New Auburn Village revitalization
Opportunity Zone Utilization
Maintain State Delegated Review Authority
Efficiently process permit applications
Infrastructure expansion

Mid-Term Goals

[1-5 years]

Implementation of the Auburn's comprehensive plan.
Comprehensive Plan Update
CDBG 5 Yr plan
City Marketing
Streetlight Upgrades
Wetland mitigation for the "Auburn Enterprise Center".
New Auburn Village revitalization
Dilapidated Buildings Rehab
Parking & walkability Improvement
Freight rail expansion
Passenger rail
Opportunity Zone Utilization
Foreign-Trade Zone use and promotion/Foreign investment
Housing Inventory/quality
Provide improved access to recreational resources
Commercial/industrial/residential infill

Long-Term Goals

[5-10 years]

Complete the full wetland mitigation for the "Auburn Enterprise Center".
Housing Inventory/quality
Parking & walkability Improvement

Implementation of new Comprehensive plan
Freight rail Expansion
Dilapidated Buildings Rehab
Passenger rail
Opportunity Zone Utilization
Foreign-Trade Zone use and promotion/Foreign investment
New Auburn Village revitalization
Commercial/industrial/residential infill
Infrastructure expansion
Provide improved access to recreational resources
Commercial/industrial/residential infill

DEPARTMENT PROFILE | RECREATION & SPORTS FACILITIES

Department Head Marc Gosselin

Address/Phone/Website 48 Pettengill Park Rd; 333-6601 X2101; www.auburnrecreation.com

Department Mission/Vision

Promote a healthy lifestyle through various recreational activities with a focus on enhancing the wellbeing of all Auburn citizens.

History of the Department

Auburn has been home to some of the most unique recreational opportunities in Maine. Residents utilize diverse amenities for passive and organized recreational needs. Auburn Rec has maintained and enhanced offerings to help make the city a better place to work, live and play. In recent years, the city has invested in two new properties, the Ingersoll Turf Facility and the Norway Savings Bank Arena, to improve and heighten its impact. The goal being to keep the tradition of past programs, as well as opening the door for new and innovative ventures. Senior programming continues to grow with the addition of the Senior Community Center primarily utilized for senior programming but will also be available for other programs and rentals. Adult sports leagues fill both competitive and recreational needs for those involved, including 39 softball teams (men's league and co-ed) and 49 basketball teams (men's and women's winter and summer combined). The Hasty Community Center had approximately 77,600 users over the course of the year. The addition of the Turf Facility and Arena has provided the opportunity to serve even more competitive and recreational needs serving not only residents, but visitors from in state and out of state.

Number of Personnel 12 and multiple part time employees

Who Do You Serve? Customers/citizens of all ages in Auburn, through a variety of programs, amenities, community events.

Connections with Other Departments

The recreation department would not be as successful without the support of many departments within the city. The department works very closely with the City Manager's Office, Public Works, Police, Fire, IT, Facilities and Purchasing. Many others contribute to the success each year. Maintaining strong relationships and creating a team environment will continue to improve recreational offerings and events. Most importantly, our relationship with the Public Works department for maintenance needs, outside space and field upkeep is vital to the continued growth of the department.

Community Partnerships

The Recreation and Sport Facilities Department solicits and maintains collaborative partnerships with local businesses large and small, public and private organizations and volunteers of all ages. These relationships support all facets of the department and special events. With the restructure of the Recreation Department, community partnerships will be streamlined to better identify the means to provide stable and ongoing support to improve programming and develop facilities. In addition, the department works with PAL and the School Department in order to be more efficient and streamline similar offerings and use of facilities.

Short-Term Goals

[0-1 years/current budget]

1. Plan and maintain a comprehensive system of sustainable facilities, fields and spaces to high standards while providing attractive places for Auburn residents and visitors to use and enjoy.
2. Plan, design and provide dynamic program offerings that Auburn residents will participate.
3. Further reduce barriers for accessing programs, services and facilities.
4. Identify underrepresented groups, like the senior population, and help them participate and feel connected to the Recreation and Sport Facilities department.
5. Target events that can make effective use of the City of Auburn recreation and sport facilities that support local sport development, athlete development, community volunteerism, senior programming and corporate relationships.
6. Expect and apply positive approaches that lead to favorable outcomes and high standards of service and performance while responding to the evolving needs of the Auburn residents.
7. Increase training and professional development opportunities.

Mid-Term Goals

[1-5 years]

1. Design strategies to increase community awareness of parks and recreation resources to include the Ingersoll Turf Facility and Norway Savings Bank Arena.
2. Maintain, communicate and grow inventories of programs, services, fields and facilities.
3. Research and implement processes for evaluating programs, sport facilities and services for operational efficiency
4. Steward natural areas in our community by discovering ways to conserve, enhance, and re-purpose natural areas while maintaining internal and external partnerships.
5. Streamline the overall process in soliciting, acquiring and renewing corporate partnerships with the Recreation and Sport Facilities department.
6. Develop effective and collaborative working relationships with local, state and national event right holders while identifying and pursuing sport tourism events based on alignment with the City of Auburn's hosting capacity and event calendar.

Long-Term Goals

[5-10 years]

1. Determine life cycles for Recreation, Turf Facility and Arena equipment and schedule maintenance, replacement or renovation funding.
2. Design/build a new community center/rec facility to include department office space, meeting rooms, indoor track, pool, gym, tennis & racquetball courts. Also: Pickleball Courts, large event space, child care areas, fitness room, art room, kitchen.
3. Design and build a third ice sheet that is a stadium layout to seat 2,500 spectators. Multipurpose: ice with ability to lay down sports floor/turf for other events.
4. Design and build a clover of ball fields suited to host local, regional and national events.
5. Outdoor recreation facility that includes softball fields, rectangle fields, and other trails and open spaces, including winter activities with snow mobile, snowshoe outdoor ice rinks and cross-country skiing.
6. Develop stable, on-going funding for sports tourism activities; build relationships with corporate partners, having a clear understanding of diverse funding initiatives and actively pursuing opportunities to host major sport tourism events.

DEPARTMENT PROFILE | HUMAN RESOURCES DEPT.

Department Head Christine M. Mumau

Address/Phone/Website

60 Court Street, Auburn, ME 04210 / 207-333-6600 / www.auburnmaine.gov

Department Mission/Vision The strategic plan of HR is to make sure the company has the best employees to fulfill the needs necessary of the other departments to help make the City of Auburn the best place for the citizens of Auburn to live, work and play. This means recruiting the right people beginning with advertising and ending with new hires; training them to best prepare them to do their jobs from initial onboarding, job education, and performance evaluations; compensating them with pay and benefits to make it worth the while to stay with the City by administration and maintaining benefits along with pay increases; and to ensure that all is done in compliance within our own rules, 5 union contracts, as well as, state and federal laws and regulations, and safely with Workers Compensation.

History of the Department The City of Auburn's HR Department has typically been a two person department for at least 30 years. Prior to 2001, there was 1 full time position and a part timer. In 2001, it switched to two full time positions. Throughout the years, labor laws, pay and benefits has evolved, and continue to change yearly, whether it be child labor, to worker's compensation, to minimum wage, as well as the ACA requirements. Benefits have evolved as well. Health Insurance rates are very much reliant upon a health workforce. Retirement has become extremely important, as retirees are living longer and simply need more than their social security checks to survive. In 2001, there were 7 benefits we administered. Today, we have 14 benefits and additional supplemental plans available to employees. Additionally, we've added a bargaining unit, for a total of 5 unions.

Number of Personnel 2

Who Do You Serve? The Departments and Employees of the City of Auburn. 2 people for 240 Employees.

Connections with Other Departments

Connects with all Departments of the City, including school.

Community Partnerships

City of Lewiston Fire Department

Auburn-Lewiston Airport

Auburn Library

Lewiston-Auburn 911

Auburn School Department

Short-Term Goals

[0-1 years/current budget]

Implementation of Munis Employee Self Service cutting down the need for paper on the path to a paperless workplace.

Revision of policies.

Mid-Term Goals

[1-5 years]

Going paperless.

PTSD programs for Public Safety Employees.

Cancer Prevention Measures in place for firefighters.

Reducing Workers Comp costs through increased education and training.

Health and Wellness Program rejuvenated and mandated to reduce health insurance costs.

Long-Term Goals

[5-10 years]

Shape Award for all departments from Bureau of Labor Standards.

Promote education programs to supply the workforce to provide jobs in the City of Auburn.

DEPARTMENT PROFILE | INFORMATION TECHNOLOGY

Department Head Paul Fraser

Address/Phone/Website

60 Court Street, Auburn, ME 04210 / 207-333-6601 X1011 / www.auburnmaine.gov

Department Mission/Vision

Leaders in technology -- transforming how departments connect, communicate, and collaborate.

History of the Department

The history of the department pretty closely matches the trends in technology since 1993 (when I came on board). Sometimes we've been ahead of the curve and sometimes we've lagged behind it. We've gone from UNIX-based terminals, through the explosion of the distributed PC environment, to our current "cloud-first" environment. I can provide additional details as an "oral history", if anyone's really interested, but I'm not writing it all down!

Number of Personnel

Five FTEs:

Department Director

GIS Administrator

Database Administrator

IT Technician

Great Falls TV Manager

Who Do You Serve?

We serve all City Departments, and, through them, we indirectly serve the citizens of Auburn.

Connections with Other Departments

We work closely with all Departments equally, to support their technology needs.

Community Partnerships

Auburn IT has only limited direct contact with the outside community. The exceptions are our involvement in the City website and through the airing of City meetings and the Community Bulletin Board on Great Falls Television.

Short-Term Goals

[0-1 years/current budget]

1. Transition to Microsoft Office 365
Word, Excel, Outlook -- Exchange, One Drive, Sharepoint
2. Transition to Software as a Service (SaaS)
MUNIS, enerGov, Patriot, Lucity
3. Transition to high speed (and more robust) INTERNet
4. Transition to high speed Intranet
5. Transition to Windows 10
6. Adding Mobile Device Management
7. PC purchases

Mid-Term Goals

[1-5 years]

1. Penetration Testing/Mitigation
2. Intrusion Detection System
3. Phone Upgrade
4. Expand GIS presence/staffing
5. GIS as virtual scaffolding for linking city data sources
6. Complete W10 transition (by 1/2020)
7. Transition to GFTV 2.0

Long-Term Goals

[5-10 years]

In this field, there's not much value in projecting out much past five years. The technology that we'll be using then hasn't even come to our attention yet. It's trendy to say "Smart City Initiative", but since that could mean any of dozens of different directions, it's risky to set it as a goal.

DEPARTMENT PROFILE | HEALTH & SOCIAL SERVICES

Department Head Holli Olivier, Director

Address/Phone/Website

60 Court Street, Auburn, ME 04210 / 207-333-6600 / www.auburnmaine.gov

Department Mission/Vision The strategic plan of the Health & Social Services Department is to enable Auburn families to achieve self-sufficiency in a financially responsible way. This means to continue to assist individuals with job searches, encourage attendance at job trainings and events, and to promote adult education classes. For Asylum Seekers, this means requiring attendance at English classes, performance of workfare assignments, and assisting with obtaining work authorization cards. Ultimately, we help guide New Mainers into the workforce once they are allowed to do so. We work together with State government to ensure that individuals and families in Auburn are not homeless or hungry.

History of the Department The City of Auburn's Health & Social Services Department was originally a four-person department. The department, at that time, included the health department. The duties of that department were: performing lice checks, administering flu shots and other vaccinations, inspecting restaurants and apartments, taking sanitation complaints, and informing the public about health problems in the community and how to stay safe. This department's history is dependent upon the economy, housing availability, influx of "New Mainers" and natural disasters. Our department is currently a department of 1 1/2 staff. We assist all qualified individuals with housing, food, heat, and electricity. In order to receive benefits, any able-bodied individuals must engage in our workfare program, perform job searches, attend job fairs, and attend English classes. We assist, monitor and verify the progress of our clients on a weekly basis to determine if the individual is in compliance and eligible to continue to receive benefits. Our department has a newly formed clothing bank, food pantry, and household pantry. Representatives of this department have strong backgrounds in public service work and work with a diverse population. Ongoing trainings and seminars are required throughout the year to keep up-to-date on changing laws in order to be in compliance with State government.

Number of Personnel 1.5

Who Do You Serve? Needy individuals below the poverty level, asylum-seekers and refugees.

Connections with Other Departments

Community Development, Human Resources, Community Service Team, Finance Department, School Department.

Community Partnerships

Community Concepts / FedCap / Common Ties / The Immigrant Resource Center / Pine Tree Legal / DHHS / Hope Haven Gospel Mission / St. Martin de Porres homeless shelter / Safe Voices / St. Mary's Nutrition Center & food pantry / Lewiston General Assistance / Goodwill of Northern New England / New Beginnings / The United Way / Auburn Housing Authority

Short-Term Goals

[0-1 years/current budget]

Attendance at workshops and seminars in order to be kept up-to-date with changing laws to be in compliance with State government.

Require, monitor and verify workfare hours, English classes, job searches, and trainings.

Mid-Term Goals

[1-5 years]

Promote educational programs and training to supply the workforce needed to fill job vacancies in the City of Auburn.

Foster independence and self-sufficiency for all citizens.

Long-Term Goals

[5-10 years]

To have a settled and stable diverse community that thrives in all aspects of business, education, and recreation.

Moving inactive files (over 3 years old) to the Cloud.

To streamline the process for Asylum Seekers to be able to obtain their work authorization cards before the obligatory 150- day wait period.

DEPARTMENT PROFILE | **L-A 9-1-1**

Department Head Paul M. LeClair, LA911 Director

Address/Phone/Website

552 Minot Ave, Auburn, ME 04210 / 207-786-5380 / <http://www.auburnmaine.gov>

Department Mission/Vision

It is the mission of the Lewiston Auburn 9-1-1 Communication Center to serve the public and the agencies we assist by handling requests efficiently, in a non-bias, courteous manner with the best-trained professionals while striving towards our commitment to excellence.

History of the Department

In 1979, the Cities of Lewiston and Auburn created a jointly funded 911 Center. At that time, calls were still filtering through two call-taking centers/police dispatch centers, and two fire dispatch centers. A single 9-1-1 call for help meant dispatchers had to make multiple calls to send fire and law enforcement to a scene, and even more calls if the situation proved large enough to require mutual aid from surrounding towns. It was a slow, inefficient process.

In 1996, the Lewiston Auburn 911 Committee took dramatic steps to improve the speed and quality of service delivered to its citizens by consolidating all 9-1-1 and dispatching services under one roof by locating the communication center at 552 Minot Ave. That effort meant real-time information sharing between all public safety responders and quicker and more coordinated response plans.

LA911 entered into a contractual agreement with Poland in 2010 to serve as Poland Fire and Rescue's primary dispatch center, and 2013, Poland added a second agreement to extend those services to 9-1-1 call taking.

Number of Personnel 28

Who Do You Serve? Lewiston and Auburn Police, Fire, and EMS and Poland Fire and EMS.

Connections with Other Departments

Records Management Software managed and supported by LA911 IT for all Auburn & Lewiston Police & Fire Agencies, the Androscoggin County Sheriffs Department, Mechanic Falls, Sabattus and Livermore Falls Police Departments and the Poland Fire & Rescue Department. Staff support of the Hazardous Materials Team.

Community Partnerships

Lewiston & Auburn Citizens Police Academies.

Short-Term Goals

[0-1 years/current budget]

Implement Communications Center Radio Console Upgrade

Implement Communications Equipment Shelter Upgrades and improve Connectivity between the five antenna sites that service our community.

Coordinate and establish Back-up Communications Center needs with the Androscoggin County Dispatch Center

Mid-Term Goals

[1-5 years]

Implement new Radio System to serve all Police & Fire Agencies.

Upgrade Disaster Recovery equipment.

Focus on retention of employees and broaden recruitment efforts.

Maintain CALEA Accreditation

Long-Term Goals

[5-10 years]

Implement construction of new LA911 Facility in conjunction with Auburn or Lewiston Public Safety building.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019

Author: Kris Bennett, Assistant City Engineer

Subject: Chestnut Street

Information:

The goal of this project is to calm traffic on Chestnut Street in front of the PAL Center. Narrowing the roadway in front of the PAL Center to 23' and installing a raised crosswalk and a speed table will result in slower speeds along Chestnut Street. Parking would be eliminated in front of the PAL Center and relocated on the westerly side of the building, including a connection of Chestnut Street to Walnut Street. A fence is proposed to set a perimeter in the existing parking area as a proposed play area. Other features include: sidewalk on westerly side of the PAL Center, paved driveway apron at the gravel parking area, pave in the rear of the PAL Center entrance, and rebuild the westerly PAL Center entrance walkway.

City Budgetary Impacts: CDBG funding

Staff Recommended Action: Discussion

Previous Meetings and History: Previously brought to Council as a road closure and changed the scope after receiving feedback.

City Manager Comments:

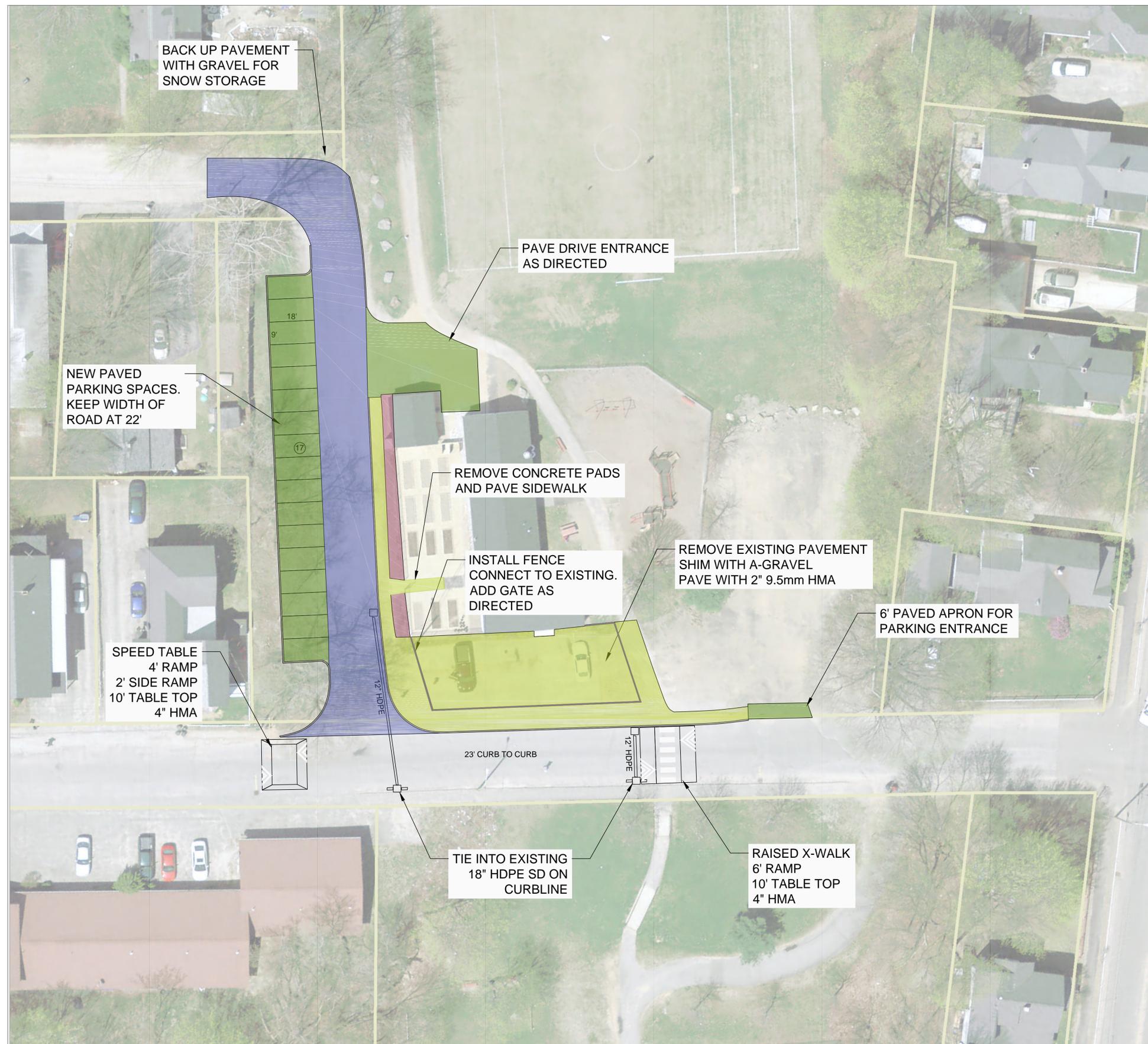
I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments: Estimate for construction
Plan for construction

Chestnut Street Traffic Calming & Parking Relocation					
Bid Item	Description	Unit	Bid Qty	Unit Cost	Total
202.20	Remove Bituminous Concrete Surface	SY	525	\$1.75	\$918.75
202.201	Sawcut Pavement	LF	150	\$2.50	\$375.00
202.203	Pavement Butt Joints	SY	100	\$15.00	\$1,500.00
203.20	Common Excavation	CY	1,300	\$13.00	\$16,900.00
304.09	Aggregate Base Course - Type A	CY	80	\$22.00	\$1,760.00
304.10	Aggregate Subbase Course - Type D	CY	400	\$18.00	\$7,200.00
304.141	Aggregate Base Course – Type A (Parking/Driveway/Sidewalks)	CY	370	\$28.00	\$10,360.00
403.209	Hot Mix Asphalt, Hand Place (Parking/Driveway/Sidewalk)	TON	215	\$130.00	\$27,950.00
403.210	Hot Mix Asphalt, 9.5mm Surface	TON	65	\$130.00	\$8,450.00
403.213	Hot Mix Asphalt, 12.5mm HMA Base	TON	90	\$115.00	\$10,350.00
409.15	Bituminous Tack Coat. Applied	GAL	60	\$6.00	\$360.00
603.159	12" Culvert Pipe Option III	LF	90	\$50.00	\$4,500.00
603.1791	18" Culvert Pipe Connections	EA	4	\$350.00	\$1,400.00
604.252	Catch Basin Type A5-C	EA	4	\$3,700.00	\$14,800.00
607.18	Chain Link Fence - 5 foot	LF	165	\$25.00	\$4,125.00
607.23	Chain Link Fence Gate	EA	1	\$300.00	\$300.00
609.11	Vertical Curb Type 1 - Concrete	LF	600	\$20.00	\$12,000.00
609.111	Vertical Curb Type 1 - Bituminous	LF	40	\$13.00	\$520.00
615.08	Loam & Seed	SY	500	\$7.00	\$3,500.00
619.1301	Bark Mulch	CY	12	\$85.00	\$1,020.00
627.733	4" White Pavement Marking Lines	LF	1,330	\$0.30	\$399.00
627.75	White Pavement Markings	SF	150	\$3.00	\$450.00
652.36	Work Zone Traffic Control	LS	1	\$2,500.00	\$2,500.00
659.10	Mobilization	LS	1	\$9,872.83	\$9,872.83
					\$141,510.58
				15% CDBG	\$21,226.59
				TOTAL	\$162,737.17

This estimate is for building the 17 new parking spaces with 1' A Gravel and 3" HMA, build roadway connection of Chestnut and Walnut, remove parking out front of PAL Center and pave/install 5' fencing, install speed table and raised crosswalk with drainage connections. Expand paving at westerly PAL Center back entrance. Paved apron for gravel parking area. Assume signage can be done in house.



General Notes

1. PARKING BUILDUP:
12" - TYPE A GRAVEL
2" - 12.5mm BASE COURSE
1" - 9.5mm SURFACE
2. SIDEWALK BUILDUP
12" - TYPE A GRAVEL
1" - 9.5mm BASE COURSE
1" - 9.5mm SURFACE
3. ROADWAY BUILDUP
15" - TYPE D GRAVEL
3" - TYPE A GRAVEL
2" - 12.5mm HMA BASE
1.5" - 9.5mm HMA SURFACE

- PARKING BUILDUP
- SIDEWALK BUILDUP
- ROADWAY BUILDUP
- BARK MULCH AREAS

No.	Revision/Issue	Date

Firm Name and Address

Project Name and Address
PAL CENTER TRAFFIC CALMING
CHESTNUT STREET
AUBURN, ME 04210

Project CHESTNUT STREET CLOSURE	Sheet C01
Date 1/23/2019	C01
Scale NTS	



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019

Subject: Executive Session

Information: Economic development (Gracelawn CEA), pursuant to 1 M.R.S.A. Section 405(6) (C).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

IN COUNCIL REGULAR MEETING JANUARY 7, 2019 VOL. 35 PAGE 1

Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items

1. Order 01-01072019*

Accept and place on file the City Audit for Fiscal Year Ending June 30, 2018.

2. Order 02-01072019*

Confirming Chief Moen's appointments of Civilian Process Servers for the Auburn Police Department and Constable Process Servers without firearm/arrest powers (Private) within the City of Auburn.

Motion was made by Councilor Titus and seconded by Councilor Fournier to remove Order 02-01072019 from the Consent Agenda to New Business. Passage 6-0-1 (Councilor Walker abstained).

Motion was made by Councilor Titus and seconded by Councilor Fournier for passage of Order 01-01072019. Passage 7-0.

II. Minutes: December 17, 2018 Regular Council Meeting Minutes

Motion was made by Councilor Fournier and seconded by Councilor Walker to approve the minutes of the December 17, 2018 Regular Council meeting. Passage 7-0.

III. Communications, Presentations and Recognitions

Communication – Health & Social Services Update – Holli Olivier, Director

Communication – Lake Auburn Water Quality Update – Sid Hazelton

IV. Open Session – Dana Staples 32 Greenwood Drive, commented on the Auburn Housing Authority workshop item and the proposed parking area.

V. Unfinished Business - None

VI. New Business

Order 02-01072019 (which was removed from the Consent Agenda)

Confirming Chief Moen's appointments of Civilian Process Servers for the Auburn Police Department and Constable Process Servers without firearm/arrest powers (Private) within the City of Auburn.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke. Police Chief Moen answered Council questions.

Passage 7-0.

1. **Order 03-01072019**

Authorizing the acceptance of Mountain View Drive as a City Street.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0.

2. **Order 04-01072019**

Authorizing the discontinuance of Niskayuna Street. Public hearing.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Titus opposed).

3. **Resolve 01-01072019**

Reaffirming adoption of the National Incident Management System (NIMS) resolution.

Motion was made by Councilor Fournier and seconded by Councilor Gerry for passage.

Public comment – no one from the public spoke.

Passage 7-0.

4. **Order 05-01072019**

Authorizing the sale (by sealed bid) of 25 Lake Street.

Motion was made by Councilor Walker and seconded by Councilor Fournier for passage.

Public comment – no one from the public spoke.

Passage 7-0.

5. **Order 06-01072019**

Authorizing the sale (by sealed bid) of 160 & 164 Chicoine Avenue.

Motion was made by Councilor Walker and seconded by Councilor Fournier for passage.

Public comment – no one from the public spoke.

Passage 7-0.

6. **Order 07-01072019**

Authorizing the sale (by sealed bid) of 31 Vine Street.

Motion was made by Councilor Walker and seconded by Councilor Young for passage.

Public comment – no one from the public spoke.

Passage 7-0.

7. **Order 08-01072019**

Authorizing the sale (by sealed bid) of 23 Cleveland Avenue.

Motion was made by Councilor Young and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0.

VII. Reports

Mayor Levesque – reported on the New Year’s Eve Auburn event and the after-action meeting that was held on January 3, 2019, adding that the event was a huge success. He reminded everyone that there is no Council meeting on January 21st due to the holiday. Our next meeting will be on January 28th and he will be delivering his State of the City Address.

Councilor Gerry – no report

Councilor Lasagna – reported that the School Building Athletic sub-committee that was scheduled for tomorrow has been cancelled and she reminded everyone that on Thursday at 5:30 PM the MAG-ARP committee will be meeting.

Councilor Hayes – reported that he attended the AVCOG meeting that was held on December 19th and noted that there is a grant opportunity for farmers called the Farm Energy Innovation Fund where farmers can apply and could possibly receive up to \$6,000 in grant funding.

Councilor Titus – reported on the Sewer and Water District meetings that were held in December adding that both budgets did get approved. Their next meetings are January 15th (Sewer District) and January 16th (Water District) at 4:00 PM at the District. He also noted that the next Marijuana Workgroup meeting is scheduled for January 15th.

Councilor Fournier – reported on School Committee meeting and went over items that could impact future School Committee budgets. She noted that the Auburn Public Library Board did not meet.

Councilor Walker – reported that there is an Age Friendly Committee meeting that is scheduled for tomorrow at the Senior Center. They will be discussing bylaws for the Committee.

Councilor Young – reported that the Appointment Committee will be meeting next week, on January 16th to review Board and Committee applications and to make their nominations.

City Manager – reported that Matt Fifield has been appointed as Deputy Fire Chief, he commented on the Strategic Planning Committee meetings (Growth and Quality sub committees). He reported that the City will be taking over ownership of St. Louis Church. He announced that there will be a parking ban beginning at 4:00 PM tomorrow through Wednesday. Last, he commented on parking in the downtown, adding that he is working with a developer to lease 13 parking spaces that they will not be using.

VIII. Open Session – Bonnie Lounsbury, West Auburn Road, commented on St. Louis Church.

IX. Executive Session - None

X. Adjournment - Motion was made by Councilor Fournier and seconded by Councilor Lasagna to adjourn. All were in favor and the meeting adjourned at 8:22 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

IN COUNCIL SPECIAL MEETING JANUARY 23, 2019 VOL. 35 PAGE 5

Mayor Levesque called the meeting to order at 5:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Hayes had an excused absence. All other Councilors were present.

I. New Business

Resolve 02-01232019

Authorizing the use of the current Senior Citizen Center CIP funds for the demolition work at the Senior Center and to direct the City Manager to move forward with the proposed timeline of the Citizen Advisory Committee meeting, public hearing, and Council vote.

Motion was made by Councilor Fournier and seconded by Councilor Gerry for passage.

Public comment – the following individuals spoke in favor of the Senior Center project:

Frank Pippin, 36 West Dartmouth Street
Jan Biron, 94 Western Avenue
Larry Pelletier, 129 Second Street
Stephen Martelli, 41 Broad Street, Apt. 2

City Staff provided a presentation of the proposed project as follows:

Peter Crichton – Overview
Zachary Lenhart – Community Development Block Grant (CDBG) funding
Hal Barter – Construction
Marc Gosselin and Sabrina Best - Programming

Passage 6-0. A roll call vote was taken as requested by Mayor Levesque.

II. Adjournment - Motion was made by Councilor Fournier and seconded by Councilor Walker to adjourn. All were in favor and the meeting adjourned at 6:00 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 1-28-2019

Author: Eric J. Cousens, Deputy Director of Economic and Community Development

Subject: Discontinuance of Niskayuna Street from Turner to Center Street.

Information: Evergreen Subaru is located on Center Street and has acquired properties on both sides of Niskayuna Street under the name Quiz Kids LLC. The Comprehensive plans supports the transition of this small residential area to commercial uses as properties are acquired by designating it as Business Transition District; The zoning has been changed over time in accordance with the plan. There are two remaining parcels with frontage on Niskayuna Street that are not currently owned by Evergreen or Quiz Kids LLC. One is owned by James and Suzanne Pittman and is under contract to be purchased by Quiz Kids LLC. The other is owned by Suzanne Roy and has frontage on Niskayuna, Turner and Joline, with current driveway access from Joline. The proposed petition will allow for the Roy Property to retain access potential from the portion of Niskayuna that it abuts. All three property owners have agreed that the street discontinuance will not require damages from the reduced frontage on a City street; This will not waive their legal rights to appeal but it is a good indicator that they will not disagree with a zero-dollar damages finding of the Council. The Council voted to start the process by issuing an Order of Discontinuance at the last meeting and the next step is to hold a public hearing with no action for at least 10 days.

City Budgetary Impacts: The street discontinuance will eliminate the expenses to plow maintain and repair Niskayuna Street for the future. The assessed value of the land will increase as it transitions from single-family homes to commercial use and there will be new opportunity to construct additional commercial buildings in the future.

Staff Recommended Action: Hold a Public Hearing on the Order the discontinuance of Niskayuna Street; State law requires that we wait at least 10 days from the Hearing for final action.

Previous Meetings and History: December 17, 2018 Workshop and January 7, 2019 Public Meeting on discontinuance.

City Manager Comments:

A handwritten signature in blue ink that reads "Peter J. Coulter".

I concur with the recommendation. Signature:

Attachments:

1. Public and Abutter Notices
2. Order of Discontinuance
3. Map of proposed Discontinuance



City of Auburn, Maine

Economic & Community Development

Michael Chamings, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

January 11, 2019

To: Property Owner

From: The Municipal Officers of the City of Auburn

This is to notify you that on January 28, 2019 at 7:00p.m. the City of Auburn Municipal Officers will meet at 60 Court Street Auburn City Hall, City Council Chambers, to hold a public hearing regarding an order to discontinue Niskayuna Street for its entire length between Center Street and Turner Street, and determining damages, if any, to be paid to abutting property owners. Notice to abutting owners is required, however, this notice is being sent to all property owners within 500' as a courtesy to keep nearby residents informed.

Niskayuna Street is now a public way approximately 40' wide beginning at Center Street and running approximately 774' in a generally Westerly direction to Turner Street shown more particularly on Tax Maps 300 and 301 on file at Auburn City Hall, 60 Court Street, Auburn, Maine 04210.

If an Order of Discontinuance is approved by vote of the legislative body of the City of Auburn, the City will have no obligation to maintain, repair or plow the road. These matters will be discussed at the City Council meeting and public hearing. You are invited to attend the meeting and be heard at the public hearing.

Dated: _____

January 11, 2019

Peter J. Crichton
Peter Crichton, Auburn City Manager



City of Auburn, Maine

Economic & Community Development

Michael Chamings, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

January 11, 2019

To: James and Suzanne Pittman

From: The Municipal Officers of the City of Auburn

Our records show that you own property abutting Niskayuna street. This is to notify you that on January 28, 2019 at 7:00p.m. the City of Auburn Municipal Officers will meet at 60 Court Street Auburn City Hall, City Council Chambers, to hold a public hearing regarding an order to discontinue Niskayuna Street for its entire length between Center Street and Turner Street, and determining damages, if any, to be paid to abutting property owners. Notice to abutting owners is required.

Niskayuna Street is now a public way approximately 40' wide beginning at Center Street and running approximately 774' in a generally Westerly direction to Turner Street shown more particularly on Tax Maps 300 and 301 on file at Auburn City Hall, 60 Court Street, Auburn, Maine 04210.

If an Order of Discontinuance is approved by vote of the legislative body of the City of Auburn, the City will have no obligation to maintain, repair or plow the road but the public will still have the right to travel over it unless the public easement is extinguished as well. These matters will be discussed at the City Council meeting and public hearing. You are invited to attend the meeting and be heard at the public hearing.

Dated: _____

January 11, 2019


Peter Crichton, Auburn City Manager



City of Auburn, Maine

Economic & Community Development

Michael Chammings, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

January 11, 2019

To: Quiz Kids, LLC

From: The Municipal Officers of the City of Auburn

Our records show that you own property abutting Niskayuna street. This is to notify you that on January 28, 2019 at 7:00p.m. the City of Auburn Municipal Officers will meet at 60 Court Street Auburn City Hall, City Council Chambers, to hold a public hearing regarding an order to discontinue Niskayuna Street for its entire length between Center Street and Turner Street, and determining damages, if any, to be paid to abutting property owners. Notice to abutting owners is required.

Niskayuna Street is now a public way approximately 40' wide beginning at Center Street and running approximately 774' in a generally Westerly direction to Turner Street shown more particularly on Tax Maps 300 and 301 on file at Auburn City Hall, 60 Court Street, Auburn, Maine 04210.

If an Order of Discontinuance is approved by vote of the legislative body of the City of Auburn, the City will have no obligation to maintain, repair or plow the road but the public will still have the right to travel over it unless the public easement is extinguished as well. These matters will be discussed at the City Council meeting and public hearing. You are invited to attend the meeting and be heard at the public hearing.

Dated: _____

January 11, 2019


Peter Crichton, Auburn City Manager



City of Auburn, Maine

Economic & Community Development

Michael Chammings, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

January 11, 2019

To: Suzanne Roy

From: The Municipal Officers of the City of Auburn

Our records show that you own property abutting Niskayuna street. This is to notify you that on January 28, 2019 at 7:00p.m. the City of Auburn Municipal Officers will meet at 60 Court Street Auburn City Hall, City Council Chambers, to hold a public hearing regarding an order to discontinue Niskayuna Street for its entire length between Center Street and Turner Street, and determining damages, if any, to be paid to abutting property owners. Notice to abutting owners is required.

Niskayuna Street is now a public way approximately 40' wide beginning at Center Street and running approximately 774' in a generally Westerly direction to Turner Street shown more particularly on Tax Maps 300 and 301 on file at Auburn City Hall, 60 Court Street, Auburn, Maine 04210.

If an Order of Discontinuance is approved by vote of the legislative body of the City of Auburn, the City will have no obligation to maintain, repair or plow the road but the public will still have the right to travel over it unless the public easement is extinguished as well. These matters will be discussed at the City Council meeting and public hearing. You are invited to attend the meeting and be heard at the public hearing.

Dated: _____

January 11, 2019

Peter J. Crichton
Peter Crichton, Auburn City Manager

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 04-01072019

CERTIFICATE OF DISCONTINUANCE OF A PUBLIC STREET

The Municipal Officers of the City of Auburn hereby order the discontinuance of the entire length of Niskayuna Street as a public street under the terms and conditions contained herein. Niskayuna Street is approximately forty (40) feet wide and extends approximately seven hundred and seventy-four (774) feet in a general easterly direction from its intersection with Turner Street to its intersection with Center Street as depicted on a plan entitled "Property Plan Niskayuna Street Discontinuance" dated August 2018 with revised date through September 4, 2018 prepared by Stoneybrook Consultants, Inc., to be recorded herewith (the "Plan"). The City reserves a public easement in and to that portion only of Niskayuna Street described as follows:

Public Easement Reserved

Beginning at the intersection of the centerline of Niskayuna Street with the apparent easterly sideline of Turner Street, thence in an easterly direction along the centerline of said Niskayuna Street a distance of two hundred (200) feet. Said reserved public easement to be forty (40) feet wide, measured twenty (20) feet perpendicular to either side of the above described centerline along the entire length herein described from the apparent easterly sideline of said Turner Street.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

No public rights are to be retained in and to that portion only of Niskayuna Street described as follows:

No Public Rights Reserved

Beginning at a point on the centerline of said Niskayuna Street, said point being two hundred (200) feet easterly, as measured along said centerline, from the intersection of said centerline with the apparent easterly sideline of Turner Street, thence running easterly along the centerline of said Niskayuna Street about five hundred and seventy-four (574) feet to the intersection of said centerline with the apparent westerly sideline of Center Street. Said area where no public rights are reserved is forty (40) feet wide, measured twenty (20) feet perpendicular to either side of the above described centerline along the entire length herein described to the apparent westerly sideline of said Center Street.

Suzanne M. Roy ("Roy") is the owner of the land and single-family residence thereon located at the intersection of the southerly line of Turner Street and the easterly line of Niskayuna Street as depicted on the Plan (8 Joline Drive – Book 2200, Page 153 of the Androscoggin County Registry of Deeds). James A. Pittman and Suzanne J. Pittman ("Pittman") are the owners of the land and single-family residence thereon located at the intersection of the southerly line of Turner Street and the westerly line of Niskayuna Street as depicted on the Plan (1079 Turner Street – Book 3214, Page 26). Quiz Kids, LLC is the owner of the remaining land and the commercial property developed thereon located on both sides of Niskayuna Street as depicted on the Plan (774

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

Center Street – Book 6230, Page 48, Book 6270, Page 238, Book 8108, Page 73), (786 Center Street – Book 8908, Page 220), (40 Niskayuna Street – Book 8885, Page 281), (20 Niskayuna Street – Book 9731, Page 182).

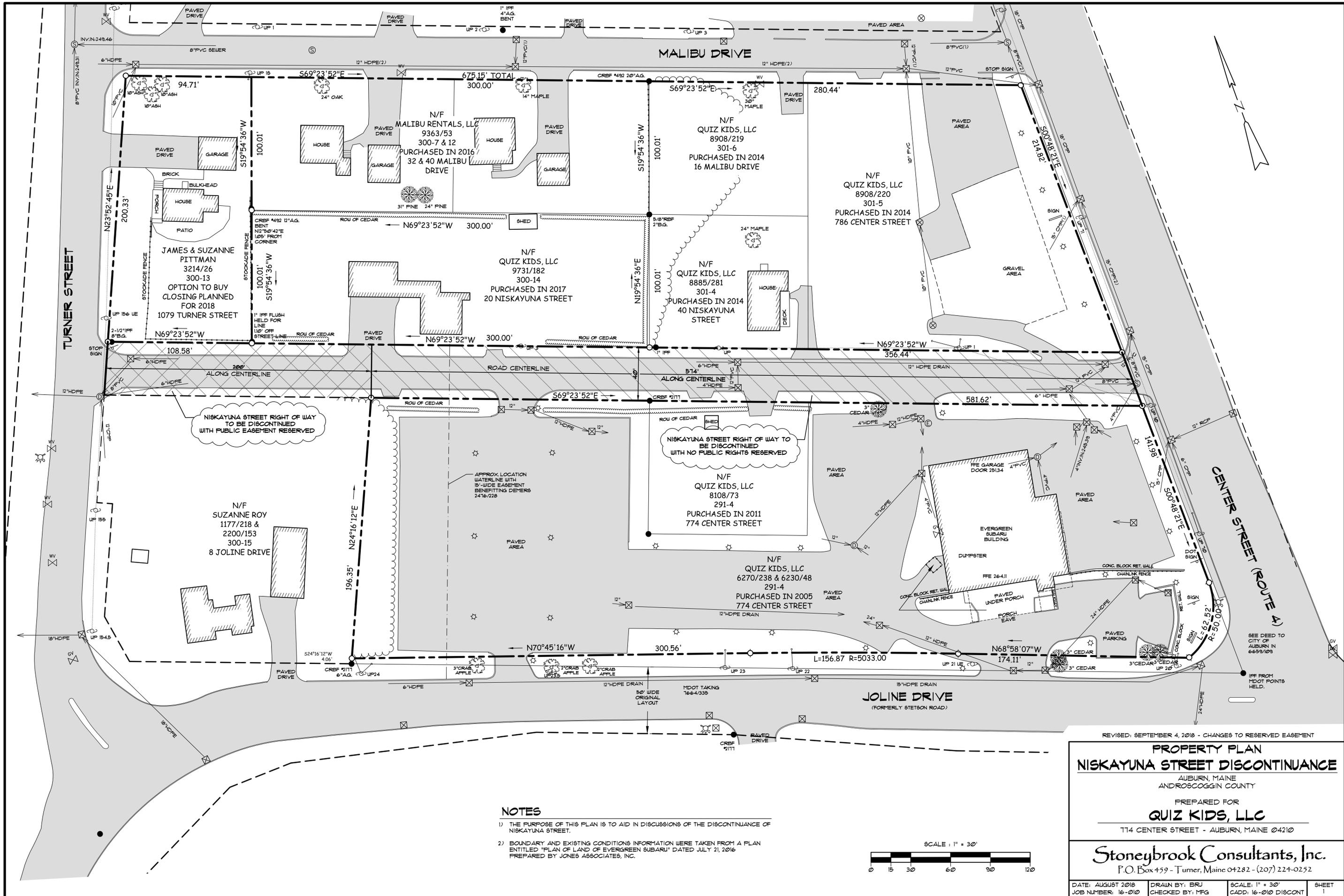
Having given best practicable notice to all abutting property owners, we further order damages to the abutting property owners as follows:

Name: <u>Suzanne M. Roy</u>	Amount: <u>\$0.00</u>
Name: <u>James A. Pittman and Suzanne J. Pittman</u>	Amount: <u>\$0.00</u>
Name: <u>Quiz Kids, LLC</u>	Amount: <u>\$0.00</u>

A TRUE COPY

ATTEST Susan Clements-Dallaire 1/17/19
Susan Clements-Dallaire, City Clerk

Passage on 1/7/2019 6-1 (Councilor Titus opposed).



NOTES

- 1) THE PURPOSE OF THIS PLAN IS TO AID IN DISCUSSIONS OF THE DISCONTINUANCE OF NISKAYUNA STREET.
- 2) BOUNDARY AND EXISTING CONDITIONS INFORMATION WERE TAKEN FROM A PLAN ENTITLED "PLAN OF LAND OF EVERGREEN SUBARU" DATED JULY 21, 2016 PREPARED BY JONES ASSOCIATES, INC.



REVISED: SEPTEMBER 4, 2018 - CHANGES TO RESERVED EASEMENT

PROPERTY PLAN
NISKAYUNA STREET DISCONTINUANCE
 AUBURN, MAINE
 ANDROSCOGGIN COUNTY

PREPARED FOR
QUIZ KIDS, LLC
 114 CENTER STREET - AUBURN, MAINE 04210

Stoneybrook Consultants, Inc.
 P.O. Box 459 - Turner, Maine 04282 - (207) 224-0252

DATE: AUGUST 2018	DRAWN BY: BRJ	SCALE: 1" = 30'	SHEET
JOB NUMBER: 16-010	CHECKED BY: MFG	CADD: 16-010 DISCONT	1



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019

Order: xx-01282019

Author: Kelsey Earle, License Specialist

Subject: Liquor License and Special Amusement Permit request for SXE LLC dba Side By Each Brewing Co.

Information: SXE LLC dba Side By Each Brewing Co. a new business, located 1110 Minot Avenue, applied for a Liquor License and Special Amusement Permit. Police, Fire, and Code have completed the necessary inspections and have granted approval.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and motion to approve the liquor license and special amusement permit.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

- Application
- Background check
- Public Notice
- Order

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: _____

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: 1/19/18

Requested inspection (New Licensees/ Ownership Changes Only) Date : 1/29/19 Business hours: 8am-5pm

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV) RESTAURANT/LOUNGE (Class XI) CLASS A LOUNGE (Class X)
 HOTEL (Class I,II,III,IV) HOTEL, FOOD OPTIONAL (Class I-A) BED & BREAKFAST (Class V)
 GOLF COURSE (Class I,II,III,IV) TAVERN (Class IV) QUALIFIED CATERING
 OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: SXE LLC	Business Name (D/B/A) Side By Each Brewing Co.
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 1110 Minot Ave.
DOB:	City/Town State Zip Code Auburn Maine 04210
Address	Mailing Address same as physical address
City/Town State Zip Code	City/Town State Zip Code
Telephone Number Fax Number	Business Telephone Number Fax Number 207-689-3030
Federal I.D. # 82-4080156	Seller Certificate #: or Sales Tax #: 1190913
Email Address: Please Print responsibleadult@sidebyeachbrewing.com	Website: www.sidebyeachbrewing.com

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license: **N/A - new license**
 ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES NO
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. Do you own or have any interest in any another Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City / Town _____

6. If manager is to be employed, give name: Willis Croninger

7. Business records are located at: 1110 Minot Ave., Auburn, ME

8. Is/are applicants(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Benjamin Low	3/5/73	Damariscotta, ME
Matthew Johannes	3/22/82	Kansas City, KS
Willis Croninger	2/6/86	Bowling Green, OH

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: Benjamin Low	City: Auburn	State: Maine
Name: Matthew Johannes	City: Freeport, Pownal	State: Maine
Name: Willis Croninger	City: Gray, Auburn	State: Maine

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other then minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ .. Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

Maine Commercial Properties, 1200 Minot Ave., Auburn, ME

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

10,480 s.f. building on Minot Ave. - see attached diagrams

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

18. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 0.6 miles

Which of the above is nearest? Church - Twin Cities Tabernacle

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: \$654,500 loan from Mechanics Savings Bank, \$264,500 loan from Lewiston-Auburn Economic Growth Council

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Auburn, Maine on January 7, 2019
Town/City, State Date


Signature of Applicant or Corporate Officer(s)
Benjamin Low
Print Name

Please sign in blue ink


Signature of Applicant or Corporate Officer(s)
Matthew Johannes
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]



State of Maine
 Division of Alcoholic Beverages and
 Lottery Operations
 Division of Liquor Licensing and Enforcement

**Corporate Information Required for
 Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100% Yes	<input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

- Exact legal name: **SXE LLC**
- Doing Business As, if any: **Side By Each Brewing Co.**
- Date of filing with Secretary of State: **1/22/18** State in which you are formed: **ME**
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Benjamin Low	243 Lake St., Auburn, ME	3/5/73	Manager	40.74
Matthew Johannes	75 Bragdon Rd., Freeport, ME Hodsdon Rd., Pownal, ME	3/22/82	Manager	34.56
John Roberts Jacqueline Roberts	1329 Hackberry Ln., Winnetka, IL	10/11/45 6/22/46	Member Member	9.26 9.26
Joanne Bollinger	8 Colonial Way, Auburn, ME 70 Matthew Dr., Brunswick, ME	8/2/45	Member	6.18

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Owner or Corporate Officer

11/6/18

Date

Benjamin S. Low

Print Name of Owner or Corporate Officer

Submit Completed Forms To:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



CITY OF AUBURN
BUSINESS LICENSE APPLICATION

Business Name: Side By Each Brewing Co.

Office of the City Clerk
60 Court St, Auburn, ME 04210
207.333.6600
www.auburnmaine.gov

Kelsey Earle - License Specialist- kearle@auburnmaine.gov
Please Note: All real estate and personal property taxes related to the business must be current before a license can be issued.

NEW **RENEWAL** Expires: _____

Please check the boxes for all licenses you are applying for:

There is a late fee of \$25.00 for renewals that are 30-45 days late, \$50.00 for more than 46 days late, and \$100.00 for reoccurring

Food Service Establishments:

Other Business Licenses Applying for:

- *FSE Mobile Food distribution Unit.....**
Not to be located less than 200 ft from nearest food service establishment. Please include a letter from property owner authorizing use of location.
 - 3 Month \$100
 - 6 Month \$125
 - 12 Month \$150

- *FSE Serving Malt, Vinous & Spirituous Liquor (FSE Class I).....** Sq ft: Fee:
 - 1-2999 \$500
 - 3000-5999 \$600
 - 6000+ \$700

Public hearing required for new license- \$100 fee
Background check must also be included.

- *FSE Serving Malt and/or Vinous.....**
Sq ft: Fee:
 - 1-2999 \$300
 - 3000-5999 \$400
 - 6000+ \$500

Public hearing required for new license- **\$100 fee**
Background check must also be included.

- *FSE with Sit Down (On/Off), no Alcohol.....**
Sq ft: Fee:
 - 1-2999 \$150
 - 3000-5999 \$200
 - 6000+ \$250

- *Bottle Club/BYOB.....**
Sq ft: Fee:
 - 1-2999 \$150
 - 3000-5999 \$200
 - 6000+ \$250

Public hearing required for new license- \$100 fee
Background check must also be included.

- *Temp FSE (Per event max 7days) \$60**

***All above licenses:** include copy of floor plan, menu/draft menu, certified food handler certificate and a copy of all State licenses applicable.

- FSE Off Premise/Retailer-Malt Liquor/Table Wine.....**
Sq ft: Fee:
 - 1-2999 \$150
 - 3000-5999 \$200
 - 6000+ \$250

- FSE Prepackaged Only**
Sq ft: Fee:
 - 1-2999 \$150
 - 3000-5999 \$200
 - 6000+ \$250

- *Special Amusement** \$125
Public hearing required for new license- **\$100 fee**
Please fill out supplemental questionnaire (pg 4).

- *Pawnshop/Pawn Broker** \$100

- *Secondhand Dealer** \$85

- *Massage Establishment/Therapist.....** \$150
State license #: _____

Massage: Please also include 2 copies of a passport size photograph taken within 30 days of application date (annually), copy of current State license and copy of government issued identification.

- *Tattoo Artist.....** \$150

***Above licenses:** Each applicant for a license shall provide a copy of a criminal background check (to include all present and former names) dated not more than 3 days prior to submission of application. You can do it yourself on-line here: <http://www5.informe.org/online/pcr/>

- Bowling Alley (fee per lane).....** \$85
of lanes: _____

- Roller Skating Rink.....**
 - Partial Kitchen: \$60
 - Full kitchen: \$120

- Coin-Op Devices (fee per device).....**
\$50 per device up to 10 devices/\$30 per device 10 or more
of devices: _____
(Please provide list of devices)

- Motion Picture Theater (fee per screen).....** \$50
of screens: _____

- Juke Box (each).....** \$30
of boxes: _____

- Lodging House.....** # of rooms: _____
10 rms or less: \$75
More than 10: \$150

- Pool Hall (fee per table).....** \$50
of tables : _____

Seating: 151 Occupancy load: 203

LICENSING FEE(S) TOTAL DUE: \$ ~~825~~ 725

NAME OF BUSINESS: SXE LLC d/b/a Side By Each Brewing Co. BUSINESS ADDRESS: 1110 Minot Ave., Auburn, ME 04210

BUSINESS MAILING ADDRESS: 1110 Minot Ave., Auburn, ME 04210

OWNER'S NAME (LOCAL/ONSITE): Benjamin Low DOB: 3/5/1973 PHONE: 207-689-3030

OWNER'S ADDRESS: 243 Lake St., Auburn, ME 04210 MAILING ADDRESS: 243 Lake St., Auburn, ME 04210

PREFERRED EMAIL: ben@sidebyeachbrewing.com

MANAGER'S NAME: Same as owner PHONE #: _____ DOB: _____

PREFERRED CONTACT NAME: Same as owner PHONE #: _____

EMAIL ADDRESS: _____

DESCRIPTION OF BUSINESS: Brewery, tasting room, café (see attached menu)

TYPE OF PREVIOUS BUSINESS AT ADDRESS (IF KNOWN): Tractor dealership

FORM OF BUSINESS ORGANIZATION: Corporation Partnership Sole Proprietorship LLC Other

(If a corporation, must include a copy of corporate papers for new licenses)

If a Corporation, Partnership or LLC, complete the following information of each owner (additional names may be listed on an attached sheet):

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title
Please see attached sheet				

OWNER OF BUILDING/UNIT: Maine Commercial Properties PHONE # 207-783-7126

OWNER'S ADDRESS: 1200 Minot Ave., Auburn, ME 04210

HOURS OF OPERATION: Mon: 7am-7pm Tues: 7am-7pm Wed: 7am-7pm Thurs: 7am-9pm
Fri: 7am-9pm Sat: 7am-9pm Sun: 12pm-5pm

Has applicant(s) and/or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes No (If yes, complete the following)

Name: _____ Date of conviction: _____

Offense: _____ Location: _____

Disposition: _____

Include additional pages if needed.

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials
Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.

There is a 14 day review period after receipt of a **completed** application. Incomplete applications will not be reviewed for approval and will be returned for completion. A business must not operate until approved by the required departments. Final approval and issuance of license will be from the City Clerk's Office.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

*****READ CAREFULLY BEFORE SIGNING*****

I, Benjamin Low, Owner/Operator of the business, hereby authorize the release of any
(Print name)
 criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant Signature: Benjamin Low **Date:** 1/7/19

FOR OFFICE USE ONLY

REPORT OF INSPECTING OFFICERS:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	FIRE INSPECTOR <u>ok 1/8</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	CODE ENFORCEMENT OFFICER _____
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	POLICE _____
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	FINANCE <u>ok 1/8</u>

Comments:

Application date: <u>JAN 07 2019</u>	License issued on: _____
Fees paid: License fee(s) <u>625</u>	Public hearing fee <u>100</u> Background fee _____ Late fee _____
Total amount paid = \$ <u>725 CK</u>	

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Benjamin Low	243 Lake St., Auburn, ME	3/5/73	40.74	Manager
Matthew Johannes	75 Bragdon Rd., Freeport, ME 403 Hodsdon Rd., Pownal, ME	3/22/82	34.56	Manager
John Roberts	1329 Hackberry Lane, Winnetka, IL	10/11/45	9.26	Member
Jacqueline Roberts	1329 Hackberry Lane, Winnetka, IL	6/22/46	9.26	Member
Joanne Bollinger	8 Colonial Way, Auburn, ME 70 Matthew Dr., Brunswick, ME	8/2/45	6.18	Member



COFFEE MENU

Freshly Brewed Hot Coffee

Side By Each Blend (Light/Medium Roast) - Featured Dark Roast - Coffee of the Month - Decaf
12 oz - \$2 ~ 16 oz - \$2.50 ~ 20 oz - \$3

Bringing coffee to the shop or office? Ask about our coffee box packages!

Cold-Brewed Coffee (still or on nitro)

Still: 12 oz - \$3 ~ 16 oz - \$3.75 ~ 24 oz - \$4.50
Nitro: 12 oz - \$3.50 ~ 16 oz - \$4.25 ~ 24 oz - \$5

Espresso Drinks

Espresso: Double \$2.50 ~ Quad \$3.50
Cappuccino: Small \$3.50 ~ Medium \$4.25 ~ Large \$5
Latte: Small \$3.50 ~ Medium \$4.25 ~ Large \$5
Americano: Small \$3 ~ Medium \$3.50 ~ Large \$4
Mocha: Small \$4 ~ Medium \$4.75 ~ Large \$5.50

Hot sizes: 12, 16, 20 oz

Iced sizes: 12, 16, 24 oz (all drinks above are available iced, for \$0.50 extra)

Don't see your favorite drink? Ask and we'll do our best to make it for you! Prices will be based on the standard drinks above.

Add an extra shot of espresso to any of the above - \$1

Add a shot of syrup or sauce - \$0.75

Flavors available: Caramel, Chocolate, Vanilla, Hazelnut, Peppermint - or ask about specials!

Milk Choices:

Whole, Skim, Oat

Need some of our coffee to go? Just ask and we'll be happy to bag some beans for you.

We proudly serve coffees roasted by Coffee By Design in Portland, and we're happy to answer questions about any of our products.



all prices include Maine 8% sales tax



OTHER BEVERAGES

Tea

Earl Grey, English Breakfast, Sencha Green, Chamomile

Hot: 12 oz - \$1.75 ~ 16 oz - \$2.25 ~ 20 oz - \$3

Iced: 12 oz - \$2 ~ 16 oz - \$2.75 ~ 24 oz - \$3.50

Chai Latte

Hot: 12 oz - \$3.50 ~ 16 oz - \$4.25 ~ 20 oz - \$5

Iced: 12 oz - \$4 ~ 16 oz - \$4.75 ~ 24 oz - \$5.50

Hot Chocolate

12 oz - \$2.50 ~ 16 oz - \$3 ~ 20 oz - \$3.50

Seltzer & Soda

12 oz - \$1.50 ~ 16 oz - \$2 ~ 24 oz - \$3

add any of our syrups (ask about today's flavors!) to seltzer to make your own soda for \$0.75

Milk

8 oz - \$2 ~ 12 oz - \$3

FOOD

Pastries

Cinnamon Rolls - \$4

Croissants - \$3

Scones - \$3

Donuts - \$2

Fruit, Nut, and Grain Bars - \$3

Pop Tarts - \$4

Cannoli - \$3

Bites

Hand Pies - \$6

Red Hot Dogs - \$2.50

Dog of the Month - \$4

And please be sure to visit Pinky D's Poutine Factory - order at the truck!



all prices include Maine 8% sales tax



BEER

Today's Taps

Most of our beers are served in three sizes: a 4 oz sampler, a 10 oz small pour, and a 16 oz full pour. Some (marked * below) are not available in full pours due to limited availability or high cost of production - these beers will have only two prices listed, for sampler and small pour.

Classic American Pilsner, 4.5% ABV ~ \$2 / \$3.50 / \$5

Bohemian Pilsner, 4.8% ABV ~ \$2 / \$4 / \$6

Schwarzbier, 4.7% ABV ~ \$2 / \$4 / \$6

Mexican Lager, 4.5% ABV ~ \$2 / \$4 / \$6

Rauchbier, 5.3% ABV ~ \$2 / \$4 / \$6

Coffee Porter, 5.4% ABV ~ \$2 / \$4 / \$6

Mild Ale, 4.1% ABV ~ \$2 / \$3.50 / \$5

Juicy IPA, 4.9% ABV ~ \$2 / \$4.50 / \$7

Classic American IPA, 6.4% ABV ~ \$2 / \$4.50 / \$7

Berliner Weisse, 3.6 % ABV ~ \$2 / \$4 / \$6

*Berliner Weisse aged with Passion Fruit, 3.8% ABV ~ \$2 / \$5.50

Belgian Blonde, 6.0% ABV ~ \$2 / \$4 / \$6

Classic Saison, 6.4% ABV ~ \$2 / \$4 / \$6

*Russian Imperial Stout, 9.6% ABV ~ \$2 / \$5.50

WINE & CIDER

Draft Wine or Cider By The Glass - \$6

White

Red

Rose

Draft Cider

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday January 28, 2019 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License and Special Amusement Permit Applications for:

**SXE LLC dba Side By Each Brewing Co.
1110 Minot Avenue, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 09-01282019

Ordered, that the City Council hereby approves the Liquor License and Special Amusement Permit for SXE LLC dba Side By Each Brewing Co. located at 1110 Minot Avenue, Auburn, Maine.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019

Orders: 10-01282019 through 15-01282019

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on January 16, 2019 to review applications and make their nominations for various boards and committees of the City as follows:

Planning Board – Appointing Brian Carrier as a full member with a term expiration of 1/1/2020.

Planning Board – Appointing Stephen Martelli as a full member with a term expiration of 1/1/2022.

Parks & Recreation Advisory Board – Appointing Paula Curtis-Everett and Michael Thurston, both with a term expiration of 10/1/2019.

Complete Streets Committee – Re-appointing Dana Staples with a term expiration of 1/1/2022.

LA 911 – Appointing R. Wayne Werts with a term expiration of 1/1/2022.

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

City Budgetary Impacts: None

Staff Recommended Action: Motion to appoint members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on January 16, 2019 to make their nominations.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

List of applicants

List of vacancies

Applications

Orders

VACANCIES

LA 911 - (1 vacancy - with a term expiration of 1/1/2022)

Board of Assessment Review - (2 vacancies - alternate positions. One with a term expiration of 10/1/2020, and one with a term expiration of 10/1/2022)

Cable TV Advisory Committee - (2 vacancies - one with a term expiration of 6/1/2019, one with a term expiration of 6/1/2020)

Citizens Advisory Committee - (9 vacancies - all with 6/30/2019 term expirations)

Complete Streets Committee - (1 vacancy - with a term expiration of 1/1/2022)

Conservation Commission - (1 vacancy - with a term expiration of 6/1/2020)

Ethics Committee - (4 vacancies - one full member position with a term expiration of 1/1/2021, one full member position with a term expiration of 1/1/2022, and two alternate positions both with term expirations of 1/1/2022)

Parks and Recreation Advisory Board - (2 vacancies - with term expirations of 10/01/2019)

Planning Board - (two full member positions - one with a term expiration of 1/1/2020, one with a term expiration of 1/1/2022)

Board Committee Applications
January 16, 2019

Board or Committee	Ward	Last Name	First Name	Address
9-1-1 Committee	2	Thurston	Michael	643 Court Street
	5	Werts	R. Wayne	556 Pownal Road
Board of Assessment				
Cable TV Advisory Board				
Citizens Advisory Committee				
Complete Streets Committee	5	Staples	Dana	32 Greenfield Drive
Conservation Commission				
Ethics Committee				
Parks & Recreation Advisory	2	Curtis-Everett	Paula	285 N. Auburn Road
	2	Thurston	Michael	643 Court Street
Planning Board	4	**Carrier	Brian	32 Constellation Dr.
	3	Engler	John	8 Cushman Place #5
	5	**Martelli	Stephen	41 Broad Street #2
Sewer District (not yet posted)	3	Sheehan	Charles	10 Amhurst Circle

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status



DEC 31

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: DEC 31, 2018

Last name: MARTELLI First name: STEPHEN Middle initial: J.

Residence address: 41 BROAD ST. #2 Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: — Work phone: — Cell phone: 207-440-7883

Email address: SJMARTELLI2186@GMAIL.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): WELDING INSPE & EDUCATION

Educational and/or experience (or attach your resume): WELDING INDUSTRY - 40 YEARS

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a ___ new appointment or ___ reappointment or X desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). TO BETTER SERVE THE CITY OF AUBURN

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). TO GIVE INSIGHT TO BETTER DECISIONS FOR THE CITY OF AUBURN

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? PLANNING BOARD - ALTERNATE MEMBER

Dates served (if known)? MAY 2018 - TO PRESENT

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

LATC - TRANSIT COMMITTEE - 9.2016 - PRESENT

Dates served (if known)? NEW AUBURN MASTER PLAN - 9.08/4.10

How did you learn of this vacancy? AT THE PREVIOUS PB MEETING

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: D. J. Munkit Date: 12-31-18

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 1/2/19
Last name: Engler First name: John Middle initial: M
Residence address: 8 Cushman Place #5 Ward: 3
City: Auburn State: Maine Zip code: 04210
Home phone: — Work phone: — Cell phone: (857) 272-5069
Email address: jengler7@gmail.com
Current occupation: Medical Cannabis Caregiver/Producer
Previous occupation (if retired or no longer working): Business Strategy Consultant
Educational and/or experience (or attach your resume): Attached - Mount Ararat HS Class of 2000

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? —

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? —

How did you learn of this vacancy? Eric Colseus, Planning

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Handwritten Signature] Date: 1/2/19

[Handwritten Signature]

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

JAN 03 2019		<small>FOR OFFICE USE ONLY</small>
DATE APPLICATION RECEIVED:	_____	
APPOINTMENT DATE:	_____	
TERM EXPIRATION DATE:	_____	
OATH DATE:	_____	

JOHN M. ENGLER

8 Cushman Place #5 Auburn ME 04210 • jengler7@gmail.com • (857) 272-5069

SUMMARY

Maine born-and-raised entrepreneur with background in business strategy consulting and international/community development, recently moved to Auburn and interested in becoming more active in the community

EXPERIENCE

Riverview Equipment LLC

Owner

Auburn, Maine

2017 - present

- Providing state-of-the-art indoor horticultural production capacity to compliant medical cannabis growers

High Sail Cannabis

Owner/Caregiver

Auburn, Maine

2016 - present

- Growing premium cannabis medicines organically for local medical marijuana patients

The Boston Consulting Group

Project Leader (promoted from Consultant)

Boston, Massachusetts

2011 - 2015

- Served Fortune 500 and smaller clients across industries including Financial Services, Energy, Consumer Packaged Goods, Industrial Goods, Retail, Pharmaceuticals
- Assisted clients in a variety of projects including strategic analysis & planning, cost reduction & efficiency improvements, organizational design & transformation, customer insight, and due diligence
- See below for full project summary

United States Peace Corps

Environmental Education Volunteer

Sololá, Guatemala

2007-2009

- Initiated and managed reforestation project in four rural indigenous communities that was replicated by an international NGO and expanded to 44 villages and 100K trees
- Developed and directed school infrastructure and education project that improved health, hygiene and nutrition for children in three rural primary schools
- Designed, financed, and executed cook stove project in four rural communities, reducing firewood consumption by 50% and respiratory illness by an estimated 45%
- Participated in redesign of national HIV prevention program to shift focus from low-risk to high-risk groups and trained hundreds of health care and educational professionals

EDUCATION

Duke University, The Fuqua School of Business

Master of Business Administration

Durham, North Carolina

2011

McGill University, The McGill School of Environment

Bachelor of Arts, Environment and Sustainable Development

Montreal, Canada

2004

ADDITIONAL

- Born and raised in Bowdoinham, lived there for two years before moving to Auburn in 2018
- Fluent in Spanish
- PADI-certified Dive Master and outdoors enthusiast
- Completed 10,000mi solo bicycle tour Portland, OR > Lima, Peru in 2016

Desire to serve on Auburn Planning Board

After ~15 years outside of Maine for work and education, I moved back in 2016 to enjoy Maine's quality of life while starting a new career as an entrepreneur and small business person. I started a business in Auburn that year, and in 2018 my wife and I decided we loved the community and we moved here from Bowdoinham. We have been in Auburn for six months and want to get more involved with the community.

I specifically learned about the opportunity to serve on the Planning Board from Eric Cousens, who I have gotten to know through the Marijuana Task Force (I attended three meetings of the Task Force this year as a concerned citizen). I hope to serve on the Planning Board to help the City develop/adopt a Marijuana Ordinance that is sensible and protects public safety while promoting economic development & job creation.

What I hope to accomplish if named to Auburn Planning Board

- Learn more about local community development issues and challenges, and understand where the City stands now relative to its Comprehensive Plan
- Support the implementation of the Comprehensive Plan
- Work to help Auburn develop its local economy while enriching quality of life for all community members
- Provide perspective and input from the cannabis business and medical cannabis communities as the City finalizes its Marijuana Ordinance, to help the City develop and regulate this emerging industry sensibly
- Help City think through alternative approaches to supporting agricultural development (i.e. adjustments to Agricultural Zone)
- Get to know my new community better while serving and giving back

Boston Consulting Group Project Summary

- **Strategic analysis and road-mapping:**
 - Designed growth strategy for financial services technology provider resulting in >50% volume lift for declining legacy business while creating new product strategy for future growth
 - Identified / prioritized >\$500M in cost savings for office supply retailer to fund implementation of a new corporate strategy
 - Led supply chain diagnostic and prioritization of operational efficiency initiatives, and supported the creation of a PMO for Brazilian subsidiary of a global Food & Beverage company resulting in >\$150M (15%) in sales above plan the following year
- **Customer insight-driven strategy:**
 - Created a strategic roadmap to transform the brand and business of an apparel and accessories retailer leveraging qualitative and quantitative consumer insight and big data analytics resulting in >\$100M projected sales growth
 - Defined ideal customer experience for consumer and small and medium enterprise segments and created pilots and metrics to measure success for a major North American Postal Service
 - Developed roadmap for the redesign of a financial services provider's website using qualitative and quantitative consumer research and competitor benchmarking
 - Implemented customer retention initiatives at a market-leading liquid fuel supplier, including the creation of an IT tool for customer service reps and customer segmentation based on lifetime value
- **Organizational design and transformation:**
 - Led enterprise-wide effort to identify and prioritize efficiency and simplification opportunities for global pharmaceutical firm to support a larger business model transformation
 - Designed target operating model for support functions of new business unit being launched by a tax and advisory firm
 - Reorganized operations division of global eye health company achieving organizational efficiencies and >\$10M in cost savings
- **Due diligence:**
 - Evaluated the prospects of a North American footwear brand in three key international markets using quantitative consumer research and strategic analysis; successfully counseled bidder to proceed forward with acquisition
 - Supported a financial services firm through months of exclusive negotiations over purchase of business units incorporating nearly \$500B assets under management; successfully counseled seller to walk away from unattractive deal terms
 - Developed investment thesis and valuation for a bidder pursuing the purchase of a direct online bank



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Date: 12/12/18

Last name: Carrie First name: Brian Middle initial: S

Residence address: 32 Constellation Dr. Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 795 6953 Work phone: _____ Cell phone: 576-0692

Email address: OUORIE1958@gmail.com

Current occupation: retired

Previous occupation (if retired or no longer working): Manager Operations USPS

Educational and/or experience (or attach your resume): Bigo. college Law enforcement

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input checked="" type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a ~~new~~ new appointment or ___ reappointment or X desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). same reason as associate member

Member to assist the city community in sitting & enforcing comprehensive plan for our community
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). set & enforce comprehensive plan for Auburn

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? planning assoc. member

Dates served (if known)? 6-18

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Zoning board of appeals

Dates served (if known)? _____

How did you learn of this vacancy? Email

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Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 12/12/18

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

DEC 12 2018	FOR OFFICE USE ONLY
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/16/18

Last name: Curtis - EVERETT First name: Paula Middle initial: _____

Residence address: 285 North Auburn Road Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 207-784-3183 Work phone: N/A Cell phone: 207-754-3183

Email address: pEVERETT3@roadrunner.com

Current occupation: retired

Previous occupation (if retired or no longer working): Registered Nurse

Educational and/or experience (or attach your resume): please see attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a X new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). please see attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). please see attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? Website and friend

How did you learn of this vacancy? Website and friend

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Randa Carter Swett Date: 11/18/18

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11-19-18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Paula Curtis Everett

Education and experience

I have been a registered nurse working in a variety of settings for about 40 years until my retirement.

Recently, I as school nurse for RSU #4 and Auburn

Previously, I worked as a Health Educator for Cigna Health Care.

I also worked in the field of geriatrics as staff educator, program director, Director of Nursing, CEO, health educator/coach for senior adults.

Since my retirement in 2012, I became a Master Gardener and Maine Master Naturalist

Member/ committees/ volunteer

I volunteer weekly at Androscoggin Home Health and Hospice with my Therapy Dog,

I am also a member of the Western Maine Art Group and I am on their Education committee where the goal is to increase the availability of art programs for children

Stanton Bird Club and I am on their education committee coordinating monthly programs. I volunteer for their yearly bird count in late December.

Androscoggin Water district - volunteered to create brochures on trees, wild life etc. for Lynn Richards

Androscoggin Land Trust - member- have led winter snowshoe hikes for adults and children. In the Spring I have led walks for kids to discover vernal pools

Western Maine Art Group - member - Education Committee, working to create programs that expose student to the career and education possibilities in art

Volunteered at PAL when there Cooperative Extension was there with a garden program

Briefly describe why you want to be on this committee.

Being a health educator and registered nurse I am interested in the health and wellness of children and older adults especially encouraging them to go participate in outdoor activities. Where they can be curious and explore the natural world around them.

I am also a Maine Master Naturalist and want to see land respected and utilized in a careful and thoughtful way so it may be enjoyed by others centuries.

I feel I would make a positive addition to this committee.



**CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION**

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Date: 12/24/18

Last name: THURSTON First name: MICHAEL Middle initial: E

Residence address: 643 COURT STREET Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 783-7197 Work phone: N/A Cell phone: 740-7697

Email address: MTHURSTON1@YAHOO.COM

Current occupation: RETIRED GOVERNMENT

Previous occupation (if retired or no longer working): RETIRED POSTMASTER AUGUSTA ME

Educational and/or experience (or attach your resume): SEE ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input checked="" type="checkbox"/> 9-1-1 Committee | <input checked="" type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input checked="" type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHMENT

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). SEE ATTACHMENT

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

How did you learn of this vacancy? city clerk

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I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 1/3/19

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	JAN 11 2019
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

ATTACHMENT

GRADUATED FROM BANGOR High School /
CLASS OF 1973

ENTERED U.S Army Nov 1980 LAST
ASSIGNMENT JOINT READINESS TRAINING CENTER
FT SMITH ARKANSAS AS A EVALUATOR FOR
AIRBORNE RANGERS. DISCHARGE HONORABLE
JUNE 1991.

U.S Postal Service DEC 1993 RETIRED IN
SEPT 2017 AS POSTMASTER OF AUGUSTA MAINE
MANAGING OVER 62 EMPLOYEES AND A BUDGET
OF 11.5 million DOLLARS.

I SERVED MY GOVERNMENT FOR 35 YEARS
AND NOW I WOULD LIKE TO SERVE MY COMMUNITY
AND TRY TO MAKE A DIFFERENCE.

I WOULD LIKE TO HELP BUSINESSES GROW
AND LAND OWNERS WHO WISH TO EXPAND
THEIR PROPERTY AND OR PERMIT OR LAND USES
WHICH VARY FROM ZONING REGULATIONS

THANK-YOU FOR YOUR CONSIDERATION



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Date: 12/10/18

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Conversions Manager

Previous occupation (if retired or no longer working): _____

Educational and/or experience (or attach your resume): attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

9-1-1 Committee

Auburn Housing Authority

Board of Assessment Review

CDBG Loan Committee

Conservation Commission

Finance Committee

Parks & Recreation Advisory Board

Planning Board

XXX Complete Streets Committee

Airport Board

Audit & Procurement Committee

Cable TV Advisory Board

Community Forest Board

Ethics Panel

L/A Transit Committee

Poland-Auburn Economic Development Committee

Sewer District

Zoning Board of Appeals

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ I would like to continue the work that I've been doing on the Complete Streets Committee. _

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Parks and Recreation Advisory Board from 1/14-present
Zoning Board of Appeals from 10/16-present
Complete Streets from 7/17-present
Strategic Planning

Dates served (if known)? _____ see above _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)? _____

How did you learn of this vacancy? _____ email _____

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Signature: _____ Dana Staples (electronic signature) Date: 10/2/18 _____

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 12-10-18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Dana Staples

32 Greenfield Drive
Auburn, Maine 04210
Phone: (207) 518-4580
Email: dana.staples@tylertech.com

EMPLOYMENT

- 2016-present Conversions Manager, **Tyler Technologies**
- Managed a team of six people
 - Converted customer data to work with Tyler Technologies software
 - Worked with clients to ease the pain of switching software
- 2007-2016 Software Engineer, **Tyler Technologies**
- Developed numerous software enhancements and bug fixes
 - Integrated third party systems
 - Rebranded products to comply with design guidelines
 - Stabilized the deployment story for a large software project
 - Troubleshoot client issues with support and dev ops
 - Automated a Visual Studio nightly build
- 2005-2007 Programmer, **Tyler Technologies**
- Wrote programs for a rewrite of the Utility Billing module
 - Created web services for all Utility Billing Self Service programs
 - Rewrote Budget Transfer as part of the Mercury project
 - Fixed bugs as reported by quality assurance and support
- 2001-2003 Software Engineer, **Fairchild Semiconductor**
- 2000 Quality Assurance Summer Intern, **Compaq**

SPECIAL PROJECTS

- 2015- Team Lead, **Maine App Challenge**
- Managed a project with a team of 17 people
 - Provided direction in marketing to every high school in Maine
 - Appeared on WCSH6 morning news
 - Spoke at Junior Achievement's Titan Challenge
 - Demonstrated MIT App Inventor to webinar attendees
 - Created documentation to define the Maine App Challenge

EDUCATION

- 2004-2005 MS Computer Science, **University of Southern Maine**, Portland, ME
- Masters' project in object oriented software design
 - Courses in Advanced Java Technology, Web Services, XML, Computer Algorithms, Object Oriented Software Design, Systems Programming, and Computer Networks.
- 1997-2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude
- 1993-1997 **Edward Little High School**, Auburn, ME graduated 5th out of 325 students

SKILLS

C#, Visual Studio, ASP.NET, SharePoint, MVC, JavaScript, SQL, Java, REST, CSS, HTML



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1-10-17

Last name: WERTS First name: RUSSELL Middle initial: WAYNE

Residence address: 556 POWHOL RD Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 754-1947

Email address: RW556@AOL.COM

Current occupation: ASSIST. DIRECTOR ATLANTIC PARTNERS EMS

Previous occupation (if retired or no longer working): FIRE CHIEF - AUBURN

Educational and/or experience (or attach your resume): _____

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input checked="" type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). BECAUSE OF EMERGENCY
BACKGROUND.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). HELP WITH BUDGET, POLICY, PUBLIC

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?
NO

Dates served (if known)? _____

How did you learn of this vacancy? CHIEF OF POLICE

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Wayne White Date: 1-10-19

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 12/19/18

Last name: Sheehan First name: Charles Middle initial: F.

Residence address: 10 Ave. Post Circle Ward: 3

City: Auburn State: Me Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 330-0661

Email address: Charles@HDPublishing.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Operations Manager C. N. Brown Co.

Educational and/or experience (or attach your resume): B.S. in Physical Education

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input checked="" type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a ___ new appointment or ✓ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Enjoy being on The Sewer Board

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Maintain Structure of Auburn Sewer System

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes
Sewer District

Dates served (if known)? 3/1/16 - 3/1/19

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Dates served (if known)? _____

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 12/19/18

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 12-20-18
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 10-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
Planning Board	1/1/2020	Brian Carrier (From associate to full member)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 11-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
Planning Board	1/1/2022	Stephen Martelli (From associate to full member)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 12-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
Parks & Recreation Advisory Board	10/1/2019	Paula Curtis-Everett (new appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 13-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
Parks & Recreation Advisory Board	10/1/2019	Michael Thurston (new appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 14-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
Complete Streets Committee	1/1/2022	Dana Staples (re-appointment)

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 15-01282019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 01/16/2019;

Board or Committee	Term Exp. Date	Name
LA 911 Committee	1/1/2022	R. Wayne Werts (new appointment)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 28, 2019 **Order:** 16-01282019

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointment of the City Tax Assessor

Information: The appointment term for Karen Scammon, City Tax Assessor, expires 1/31/2019. The City is required to have a Tax Assessor to do the annual tax commitment and to perform other functions as required by State Statute. Section 2-255 of our City Ordinance states:

“The Tax Assessor shall be appointed by the City Council on the recommendation of the City Manager. The Tax Assessor shall be appointed for a two-year term.”

City Budgetary Impacts: N/A

Staff Recommended Action: Motion to re-appoint Karen Scammon as the City Tax Assessor for a two-year term ending 1/31/2021 as recommended by the City Manager.

Previous Meetings and History: The last appointment was made two years ago at the 12/5/2016 Council meeting.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cuddeback".

Attachments: Order 16-01282019

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 16-01282019

Ordered, that the City Council hereby re-appoints Karen Scammon as the City Tax Assessor for a two-year term ending 1/31/2021 as recommended by the City Manager.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Peter Crichton, City Manager
FROM: Jill Eastman, Finance Director
REF: December 2018 Financial Report
DATE: January 10, 2019

The following is a discussion regarding the significant variances found in the City's December financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its sixth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 50.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through December 31st, including the school department were \$44,890,467, or 51.77%, of the budget. The municipal revenues including property taxes were \$34,252,477, or 56.13% of the budget which is 1.03% higher than last year at this time. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 57.62% as compared to 56.31% last year.
- B. Excise tax for the month of December is at 53.79%. This is a \$74,606 increase from FY 18. Our excise revenues for FY19 are 3.79% above projections as of December 31, 2018.
- C. State Revenue Sharing at the end of December is 50.05% or \$845,687.

Expenditures

City expenditures through December 2018 were \$22,586,631 or 55.5%, of the budget. This is 1.09% less than the same period last year. Noteworthy variances are:

- A. The operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.

Investments

This section contains an investment schedule as of December 31st. Currently the City's funds are earning an average interest rate of .1.77%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman". The signature is written in a cursive style with a large, stylized initial "J".

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of December 2018, November 2018, and June 2018

	UNAUDITED December 31 2018	UNAUDITED November 30 2018	Increase (Decrease)	AUDITED JUNE 30 2018
ASSETS				
CASH	\$ 15,812,455	\$ 20,719,702	\$ (4,907,247)	\$ 11,450,641
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,217,053	1,240,827	(23,774)	1,941,626
TAXES RECEIVABLE-CURRENT	21,077,595	21,460,385	(382,790)	1,822,799
DELINQUENT TAXES	753,052	762,871	(9,819)	664,795
TAX LIENS	946,866	1,036,886	(90,020)	724,636
NET DUE TO/FROM OTHER FUNDS	2,581,298	(1,722,381)	4,303,679	3,182,810
	TOTAL ASSETS \$ 42,388,319	\$ 43,498,291	\$ (1,109,972)	\$ 19,787,307
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (73,349)	\$ (239,722)	\$ 166,373	\$ (1,073,230)
PAYROLL LIABILITIES	(455,504)	(1,216,072)	760,568	(709,471)
ACCRUED PAYROLL	(3,272)	(3,272)	-	(2,771,642)
STATE FEES PAYABLE	(30,788)	(24,451)	(6,337)	
ESCROWED AMOUNTS	(1,600)	(1,600)	-	(1,600)
DEFERRED REVENUE	(21,809,528)	(22,292,157)	482,629	(2,054,690)
	TOTAL LIABILITIES \$ (22,374,041)	\$ (23,777,273)	\$ 1,403,233	\$ (6,610,633)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (16,481,879)	\$ (16,188,619)	\$ (293,260)	\$ (9,644,275)
FUND BALANCE - RESTRICTED	(1,931,802)	(1,931,802)		(1,931,802)
FUND BALANCE - NON SPENDABLE	(1,600,597)	(1,600,597)	-	(1,600,597)
	TOTAL FUND BALANCE \$ (20,014,278)	\$ (19,721,018)	\$ (293,260)	\$ (13,176,674)
TOTAL LIABILITIES AND FUND BALANCE	\$ (42,388,319)	\$ (43,498,291)	\$ 1,109,972	\$ (19,787,307)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH December 31, 2018 VS December 31, 2017

DEPARTMENT	FY 2019 BUDGET	Unaudited EXP THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	Unaudited EXP THRU DEC 2017	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 48,772,945	\$ 28,103,068	57.62%	\$ 48,061,530	\$ 27,062,936	56.31%	\$ 1,040,132
PRIOR YEAR TAX REVENUE	\$ -	\$ 464,049		\$ -	\$ 659,083		\$ (195,034)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,190,000	\$ 997,694	83.84%	\$ 1,015,000	\$ 821,845	80.97%	\$ 175,849
EXCISE	\$ 3,835,000	\$ 2,062,922	53.79%	\$ 3,810,000	\$ 1,988,316	52.19%	\$ 74,606
PENALTIES & INTEREST	\$ 150,000	\$ 63,851	42.57%	\$ 150,000	\$ 64,239	42.83%	\$ (388)
TOTAL TAXES	\$ 53,947,945	\$ 31,691,583	58.74%	\$ 53,036,530	\$ 30,596,419	57.69%	\$ 1,095,164
LICENSES AND PERMITS							
BUSINESS	\$ 62,000	\$ 34,574	55.76%	\$ 62,000	\$ 28,645	46.20%	\$ 5,929
NON-BUSINESS	\$ 355,000	\$ 224,828	63.33%	\$ 345,000	\$ 190,083	55.10%	\$ 34,745
TOTAL LICENSES	\$ 417,000	\$ 259,402	62.21%	\$ 407,000	\$ 218,728	53.74%	\$ 40,674
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 403,684	100.92%	\$ 400,000	\$ 406,860	101.72%	\$ (3,176)
STATE REVENUE SHARING	\$ 1,689,669	\$ 845,687	50.05%	\$ 1,509,117	\$ 753,095	49.90%	\$ 92,592
WELFARE REIMBURSEMENT	\$ 103,747	\$ 20,775	20.02%	\$ 95,000	\$ 71,477	75.24%	\$ (50,702)
OTHER STATE AID	\$ 32,000	\$ 11,185	34.95%	\$ 32,000	\$ 11,209	35.03%	\$ (25)
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,453,800	\$ 1,281,331	52.22%	\$ 2,264,501	\$ 1,242,641	54.87%	\$ 38,690
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 144,440	\$ 93,920	65.02%	\$ 144,440	\$ 60,303	41.75%	\$ 33,617
PUBLIC SAFETY	\$ 236,277	\$ 84,165	35.62%	\$ 236,277	\$ 78,722	33.32%	\$ 5,443
EMS TRANSPORT	\$ 1,250,000	\$ 524,185	41.93%	\$ 1,250,000	\$ 463,986	37.12%	\$ 60,199
TOTAL CHARGE FOR SERVICES	\$ 1,630,717	\$ 702,271	43.07%	\$ 1,630,717	\$ 603,011	36.98%	\$ 99,260
FINES							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 21,538	30.77%	\$ 70,000	\$ 21,498	30.71%	\$ 40
MISCELLANEOUS							
INVESTMENT INCOME	\$ 32,000	\$ 42,907	134.08%	\$ 32,000	\$ 18,148	56.71%	\$ 24,759
RENTS	\$ 35,000	\$ 14,453	41.29%	\$ 35,000	\$ 21,449	61.28%	\$ (6,997)
UNCLASSIFIED	\$ 10,000	\$ 42,727	427.27%	\$ 10,000	\$ 17,452	174.52%	\$ 25,275
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 32,430		\$ -	\$ 33,920		\$ (1,490)
SALE OF PROPERTY	\$ 20,000	\$ 37,151	185.75%	\$ 20,000	\$ 10,882	54.41%	\$ 26,269
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 221,000	\$ 112,869	51.07%	\$ 215,000	\$ 109,193	50.79%	\$ 3,676
TRANSFER IN: TIF	\$ 1,317,818	\$ -	0.00%	\$ 1,287,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 97,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ 7,106	3.31%	\$ 214,430	\$ 9,668	4.51%	\$ (2,562)
UTILITY REIMBURSEMENT	\$ 27,500	\$ 6,711	24.40%	\$ 27,500	\$ -	0.00%	\$ 6,711
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 412,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,502,966	\$ 296,353	11.84%	\$ 2,308,966	\$ 220,712	9.56%	\$ 75,641
TOTAL GENERAL FUND REVENUES	\$ 61,022,428	\$ 34,252,477	56.13%	\$ 59,717,714	\$ 32,903,009	55.10%	\$ 1,349,468
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 24,302,914	\$ 10,500,823	43.21%	\$ 22,039,568	\$ 9,545,942	43.31%	\$ 954,881
EDUCATION	\$ 674,191	\$ 137,167	20.35%	\$ 811,744	\$ 311,690	38.40%	\$ (174,523)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 719,417	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 25,696,522	\$ 10,637,990	41.40%	\$ 23,758,194	\$ 9,857,632	41.49%	\$ 780,358
GRAND TOTAL REVENUES	\$ 86,718,950	\$ 44,890,467	51.77%	\$ 83,475,908	\$ 42,760,641	51.23%	\$ 2,129,826

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH December 31, 2018 VS December 31, 2017

DEPARTMENT	FY 2019 BUDGET	Unaudited EXP THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	Unaudited EXP THRU DEC 2017	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 111,610	\$ 58,216	52.16%	\$ 80,300	\$ 38,537	47.99%	\$ 19,679
CITY MANAGER	\$ 474,086	\$ 235,542	49.68%	\$ 581,170	\$ 254,402	43.77%	\$ (18,860)
CITY CLERK	\$ 185,898	\$ 87,217	46.92%	\$ 181,332	\$ 94,139	51.92%	\$ (6,922)
FINANCIAL SERVICES	\$ 694,109	\$ 343,390	49.47%	\$ 675,239	\$ 313,974	46.50%	\$ 29,416
HUMAN RESOURCES	\$ 149,953	\$ 69,808	46.55%	\$ 156,887	\$ 74,043	47.20%	\$ (4,235)
INFORMATION TECHNOLOGY	\$ 588,403	\$ 322,978	54.89%	\$ 531,551	\$ 318,624	59.94%	\$ 4,354
TOTAL ADMINISTRATION	\$ 2,204,059	\$ 1,117,151	50.69%	\$ 2,206,479	\$ 1,093,719	49.57%	\$ 23,432
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,471,918	\$ 508,432	34.54%	\$ 1,717,028	\$ 545,028	31.74%	\$ (36,596)
HEALTH & SOCIAL SERVICES	\$ 223,500	\$ 77,716	34.77%	\$ 220,870	\$ 130,113	58.91%	\$ (52,397)
RECREATION & SPECIAL EVENTS	\$ 384,630	\$ 203,087	52.80%	\$ 388,581	\$ 159,047	40.93%	\$ 44,404
PUBLIC LIBRARY	\$ 998,189	\$ 547,495	54.85%	\$ 998,189	\$ 415,912	41.67%	\$ 131,583
TOTAL COMMUNITY SERVICES	\$ 3,078,237	\$ 1,336,730	43.43%	\$ 3,324,668	\$ 1,250,100	37.60%	\$ 86,630
FISCAL SERVICES							
DEBT SERVICE	\$ 6,702,508	\$ 6,156,417	91.85%	\$ 6,366,533	\$ 5,841,011	91.75%	\$ 315,406
FACILITIES	\$ 650,641	\$ 272,610	41.90%	\$ 640,201	\$ 376,575	58.82%	\$ (103,965)
WORKERS COMPENSATION	\$ 581,360	\$ -	0.00%	\$ 555,164	\$ 555,164	100.00%	\$ (555,164)
WAGES & BENEFITS	\$ 6,471,614	\$ 2,939,590	45.42%	\$ 5,960,970	\$ 2,978,419	49.97%	\$ (38,829)
EMERGENCY RESERVE (10108062-670000)	\$ 431,003	\$ -	0.00%	\$ 415,454	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 14,837,126	\$ 9,368,617	63.14%	\$ 13,938,322	\$ 9,751,169	69.96%	\$ (382,552)
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,422,256	\$ 2,048,363	46.32%	\$ 4,227,575	\$ 2,231,883	52.79%	\$ (183,520)
FIRE EMS	\$ 683,181	\$ 346,473	50.71%	\$ 708,828	\$ 225,449	31.81%	\$ 121,024
POLICE DEPARTMENT	\$ 4,166,631	\$ 1,934,176	46.42%	\$ 4,043,998	\$ 1,931,261	47.76%	\$ 2,915
TOTAL PUBLIC SAFETY	\$ 9,272,068	\$ 4,329,012	46.69%	\$ 8,980,401	\$ 4,388,593	48.87%	\$ (59,581)
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,778,668	\$ 2,189,465	45.82%	\$ 4,611,116	\$ 2,001,010	43.40%	\$ 188,455
SOLID WASTE DISPOSAL*	\$ 988,013	\$ 463,590	46.92%	\$ 964,118	\$ 422,911	43.87%	\$ 40,679
WATER AND SEWER	\$ 645,216	\$ 316,358	49.03%	\$ 632,716	\$ 328,858	51.98%	\$ (12,500)
TOTAL PUBLIC WORKS	\$ 6,411,897	\$ 2,969,413	46.31%	\$ 6,207,950	\$ 2,752,779	44.34%	\$ 216,634
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 172,000	\$ 170,761	99.28%	\$ 167,800	\$ 162,838	97.04%	\$ 7,923
E911 COMMUNICATION CENTER	\$ 1,123,081	\$ 669,252	59.59%	\$ 1,088,857	\$ 267,281	24.55%	\$ 401,971
LATC-PUBLIC TRANSIT	\$ 199,130	\$ 199,130	100.00%	\$ 189,949	\$ 189,949	100.00%	\$ 9,181
TAX SHARING	\$ 270,000	\$ 18,800	6.96%	\$ 270,000	\$ 16,809	6.23%	\$ 1,991
TOTAL INTERGOVERNMENTAL	\$ 1,764,211	\$ 1,057,943	59.97%	\$ 1,716,606	\$ 636,877	37.10%	\$ 421,066
COUNTY TAX							
TIF (10108058-580000)	\$ 2,407,766	\$ 2,407,765	100.00%	\$ 2,296,224	\$ 2,296,224	100.00%	\$ 111,541
OVERLAY	\$ 3,049,803	\$ -	0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 43,025,167	\$ 22,586,631	52.50%	\$ 41,720,453	\$ 22,169,461	53.14%	\$ 417,170
EDUCATION DEPARTMENT	\$ 43,693,783	\$ 14,467,198	33.11%	\$ 41,755,455	\$ 14,517,805	34.77%	\$ (50,607)
TOTAL GENERAL FUND EXPENDITURES	\$ 86,718,950	\$ 37,053,829	42.73%	\$ 83,475,908	\$ 36,687,266	43.95%	\$ 366,563

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF December 31, 2018**

INVESTMENT		FUND	BALANCE December 31, 2018	BALANCE November 30, 2018	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,222,394.27	\$ 1,220,965.85	1.25%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,021,579.04	\$ 1,020,488.13	1.25%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 8,294,682.25	\$ 8,287,334.92	1.25%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 51,034.47	\$ 50,979.98	1.25%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 32,360.40	\$ 32,325.86	1.25%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 85,517.73	\$ 85,426.42	1.25%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.50%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.90%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.60%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.55%
GRAND TOTAL			\$ 17,207,568.16	\$ 14,197,521.16	1.77%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2018 - June 30, 2019
Report as of December 31, 2018

	Beginning	December 2018					Ending
	Balance 12/01/18	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 12/31/2018
Bluecross	\$ 3,639.05	\$ 12,286.20	\$ (2,291.69)		\$ (2,581.28)		\$ 11,052.28
Intercept	\$ 200.00		\$ (100.00)				\$ 100.00
Medicare	\$ 38,040.49	\$ 94,531.40	\$ (35,981.14)		\$ (50,763.48)		\$ 45,827.27
Medicaid	\$ 15,080.33	\$ 25,258.20	\$ (10,993.89)		\$ (6,598.96)		\$ 22,745.68
Other/Commercial	\$ 58,237.02	\$ 20,679.20	\$ (20,018.37)		\$ (18,572.02)		\$ 40,325.83
Patient	\$ 129,308.42	\$ 8,533.60	\$ (6,864.64)		\$ 10,262.32		\$ 141,239.70
Worker's Comp	\$ (1,025.85)	\$ 1,880.60	\$ (675.20)		\$ (1,025.85)		\$ (846.30)
TOTAL	\$ 243,479.46	\$ 163,169.20	\$ (76,924.93)	\$ -	\$ (69,279.27)	\$ -	\$ 260,444.46

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2018 - June 30, 2019
Report as of December 31, 2018

	July 2018	August 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Adjustment	Totals	% of Total
No Insurance Information	\$ 10,977.40	\$ 2,518.00	\$ 1,550.40	\$ 3,166.60	\$ 4,538.40	\$ 1,371.40	\$ (22,750.80)	\$ 1,371.40	0.12%
Bluecross	\$ 6,344.40	\$ 8,486.40	\$ 4,124.40	\$ 7,998.20	\$ 2,676.20	\$ 12,286.20	\$ 2,761.00	\$ 44,676.80	3.89%
Intercept	\$ 200.00	\$ 100.00		\$ 300.00	\$ 100.00			\$ 700.00	0.06%
Medicare	\$ 103,152.60	\$ 132,913.20	\$ 118,842.80	\$ 122,609.60	\$ 97,778.80	\$ 94,531.40	\$ 16,490.40	\$ 686,318.80	59.69%
Medicaid	\$ 30,752.80	\$ 47,771.60	\$ 30,102.60	\$ 31,127.20	\$ 27,115.80	\$ 25,258.20	\$ (454.00)	\$ 191,674.20	16.67%
Other/Commercial	\$ 24,030.40	\$ 19,494.00	\$ 13,526.00	\$ 21,522.60	\$ 25,029.40	\$ 19,307.80	\$ 1,818.80	\$ 124,729.00	10.85%
Patient	\$ 19,183.20	\$ 17,841.80	\$ 12,560.00	\$ 15,276.60	\$ 17,126.80	\$ 8,533.60	\$ 1,266.40	\$ 91,788.40	7.98%
Worker's Comp	\$ 2,425.60	\$ 901.80	\$ 1,591.00	\$ 908.80		\$ 1,880.60	\$ 868.20	\$ 8,576.00	0.75%
TOTAL	\$ 197,066.40	\$ 230,026.80	\$ 182,297.20	\$ 202,909.60	\$ 174,365.40	\$ 163,169.20	\$ 0.00	\$ 1,149,834.60	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2018 - June 30, 2019
Report as of December 31, 2018

	July 2018	August 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Adjustment	Totals	% of Total
No Insurance Information	14	3	2	4	5	2		30	2.07%
Bluecross	8	10	5	10	3	15		51	3.51%
Intercept	2	1	0	3	1	0		7	0.48%
Medicare	129	164	148	153	119	116		829	57.13%
Medicaid	39	60	38	42	33	32		244	16.82%
Other/Commercial	35	27	17	28	34	25		166	11.44%
Patient	23	23	16	19	23	11		115	7.93%
Worker's Comp	3	1	2	1	0	2		9	0.62%
TOTAL	253	289	228	260	218	203	0	1451	100.00%

**EMS BILLING
AGING REPORT
July 1, 2018 to June 30, 2019
Report as of December 31, 2018**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 12,012.97	109%	\$ -	0%	\$ 82.58	1%	\$ -	0%	\$ (1,043.27)	-9%	\$ 11,052.28	4.24%
Intercept	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ 100.00	0.04%
Medicare	\$ 44,913.00	98%	\$ 409.18	1%	\$ 890.60	2%	\$ -	0%	\$ (385.51)	-1%	\$ 45,827.27	17.60%
Medicaid	\$ 20,379.35	90%	\$ 2,108.80	9%	\$ 71.56	0%	\$ -	0%	\$ 185.97	1%	\$ 22,745.68	8.73%
Other/Commercial	\$ 22,174.61	55%	\$ 7,693.65	19%	\$ 4,504.16	11%		0%	\$ 5,953.41	15%	\$ 40,325.83	15.48%
Patient	\$ 30,562.38	22%	\$ 31,228.94	22%	\$ 23,824.10	17%	\$ 15,805.61	11%	\$ 39,818.67	28%	\$ 141,239.70	54.23%
Worker's Comp	\$ 179.55		\$ (1,025.85)		\$ -		\$ -		\$ -		\$ (846.30)	-0.32%
TOTAL	\$ 130,321.86		\$ 40,414.72		\$ 29,373.00		\$ 15,805.61		\$ 44,529.27		\$ 260,444.46	
	50%		16%		11%		6%		17%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of December 31, 2018

	1902	1905	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930	1931		
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androskoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview	Donations		
Fund Balance 7/1/18	\$ 969,900.91	\$ (5,390.23)	\$ 5,008.52	\$ 5,112.53	\$ 30,205.71	\$ (488.84)	\$ 4,851.85	\$ 7,278.18	\$ 3,368.05	\$ 925.21	\$ -	\$ 4,791.12	\$ (566,303.71)	\$ 1,084.69		
Revenues FY19	\$ 40,154.73		\$ 233.00		\$ 700.00		\$ 5,253.61		\$ 1,836.00		\$ 548.00					
Expenditures FY19	\$ 139,479.00	\$ 1,975.00		\$ 343.00			\$ 1,636.76				\$ 672.96			\$ 100.26		
Fund Balance 12/31/18	\$ 870,576.64	\$ (7,365.23)	\$ 5,241.52	\$ 4,769.53	\$ 30,905.71	\$ (488.84)	\$ 8,468.70	\$ 7,278.18	\$ 5,204.05	\$ 925.21	\$ (124.96)	\$ 4,791.12	\$ (566,303.71)	\$ 984.43		
	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032	2033		
	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP	Safe School/Health (COPS)		
Fund Balance 7/1/18	\$ 2,808.57	\$ (101,600.31)	\$ 2,099.08	\$ 4,322.93	\$ (110,031.67)	\$ 6,158.77	\$ 9,263.39	\$ 6,931.00	\$ (7,637.91)	\$ 4,261,266.85	\$ 30,846.63	\$ (47,430.39)	\$ (4,994.50)	\$ (15,906.07)		
Revenues FY19					\$ 86,573.34	\$ 11,940.54	\$ 4,764.00	\$ 9,924.00	\$ 965.00	\$ 288,878.18	\$ 5,878.10	\$ 85,184.00				
Expenditures FY19		\$ 54,252.92	\$ 514.88		\$ 87,340.97	\$ 12,350.22	\$ 4,659.67	\$ 6,310.15	\$ 765.00	\$ 461,546.93	\$ 1,357.60	\$ 82,695.91				
Fund Balance 12/31/18	\$ 2,808.57	\$ (155,853.23)	\$ 1,584.20	\$ 4,322.93	\$ (110,799.30)	\$ 5,749.09	\$ 9,367.72	\$ 10,544.85	\$ (7,437.91)	\$ 4,088,598.10	\$ 35,367.13	\$ (44,942.30)	\$ (4,994.50)	\$ (15,906.07)		
	2037	2038	2040	2041	2044	2045	2046	2048	2050	2051	2052	2053	2054	2055		
	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	Federal Drug Money	Forest Management	Joint Land Use Study	TD Tree Days Grant	Project Lifesaver	Project Canopy	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL		
Fund Balance 7/1/18	\$ 11,994.90	\$ 7,206.21	\$ 20,536.23	\$ 24,233.19	\$ 36,044.77	\$ 4,436.52	\$ 0.57	\$ -	\$ 89.35	\$ (420.71)	\$ 975.05	\$ 1,607.75	\$ 32,161.59	\$ (13,692.41)		
Revenues FY19	\$ 5,649.19			\$ 3,940.00	\$ 26,763.22			\$ 10,400.00			\$ 8,359.06		\$ 164.27			
Expenditures FY19	\$ 4,710.15			\$ 1,639.20	\$ 4,440.68	\$ 91.18				\$ 7,938.35			\$ 28,984.00	\$ 18,848.36		
Fund Balance 12/31/18	\$ 12,933.94	\$ 7,206.21	\$ 20,536.23	\$ 26,533.99	\$ 58,367.31	\$ 4,345.34	\$ 0.57	\$ 10,400.00	\$ 89.35	\$ -	\$ 975.05	\$ 1,607.75	\$ 3,341.86	\$ (32,540.77)		
	2056	2057	2058	2059	2060	2061	2062	2201	2500							
	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	My Choice JJAG	150th Celebration	Employee Store	EDI Grant	Parks & Recreation							
Fund Balance 7/1/18	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ (10,736.00)	\$ -	\$ (3,154.86)	\$ 36.73	\$ (1,484,407.18)	\$ 152,783.45							
Revenues FY19				\$ 33,893.00		\$ 78,090.00	\$ 1,748.27		\$ 116,407.85							
Expenditures FY19				\$ 14,328.00		\$ 31,426.59	\$ 756.68		\$ 216,811.41							
Fund Balance 12/31/18	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 8,289.00	\$ -	\$ 43,508.55	\$ 1,028.32	\$ (1,484,407.18)	\$ 52,379.89							
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues
Fund Balance 7/1/18	\$ 1,841.15	\$ (6,499.56)	\$ (330,682.42)	\$ 2,558.27	\$ 486.17	\$ 2,083.99	\$ 257,728.49	\$ 183.21	\$ (338,049.92)	\$ 50,325.30	\$ 3,883.14	\$ 348.35	\$ 1,366.79	\$ (61.12)	\$ (18.32)	\$ 2,919,956.60
Revenues FY19																\$ 828,247.36
Expenditures FY19							\$ 368,202.73		\$ 176,585.00	\$ 78,332.91	\$ 600,629.37	\$ 15,375.19		\$ 70,524.00		\$ 2,495,625.03
Fund Balance 11/30/18	\$ 1,841.15	\$ (6,499.56)	\$ (330,682.42)	\$ 2,558.27	\$ 486.17	\$ 2,083.99	\$ (110,474.24)	\$ 183.21	\$ (514,634.92)	\$ (28,007.61)	\$ (596,746.23)	\$ (15,026.84)	\$ 1,366.79	\$ (70,585.12)	\$ (18.32)	\$ 1,252,578.93

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for December 2018



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of December 31, 2018.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of December 31, 2018.

Current Assets:

As of the end of December 2018 the total current assets of Ingersoll Turf Facility were \$131,906. This consisted cash and cash equivalents of \$85,426 and of an interfund receivable of \$46,480 an increase from November of \$13,738.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of December 31, 2018 was \$172,719.

Liabilities:

Ingersoll had no accounts payable as of December 31, 2018.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through December 2018 are \$99,551. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through December 2018 were \$48,548. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of December 2018, Ingersoll has an operating gain of \$51,003 compared to a net gain in November of \$36,709.

As of December 31, 2018, Ingersoll has an increase in net assets of \$51,003.

The budget to actual reports for revenue and expenditures, show that the revenue for FY19 compared to FY 18.

Statement of Net Assets
Ingersoll Turf Facility
December 31, 2018
Business-type Activities - Enterprise Fund

	Dec 31, 2018	Nov 30, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 85,426	\$ 85,340	\$ 86
Interfund receivables/payables	\$ 46,480	\$ 32,742	13,738
Accounts receivable	-	-	-
Total current assets	131,906	118,082	13,824
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(637,817)	(637,817)	-
Total noncurrent assets	172,719	172,719	-
Total assets	304,625	290,801	13,824
LIABILITIES			
Accounts payable	\$ -	\$ 470	(470)
Interfund payable	\$ -	\$ -	-
Total liabilities	-	470	(470)
NET ASSETS			
Invested in capital assets	\$ 172,719	\$ 172,719	\$ -
Unrestricted	\$ 131,906	\$ 117,612	\$ 14,294
Total net assets	\$ 304,625	\$ 290,331	\$ 14,294

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
December 31, 2018

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 99,551
Operating expenses:	
Personnel	34,524
Supplies	5,774
Utilities	6,262
Repairs and maintenance	1,988
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	-
Total operating expenses	48,548
Operating gain (loss)	51,003
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	51,003
Transfers out	-
Change in net assets	51,003
Total net assets, July 1	253,622
Total net assets, December 31, 2018	\$ 304,625

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through December 31, 2018 compared to December 31, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU DEC 2017	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 20,500	\$ 8,300	40.49%	\$ 17,000	\$ 6,250	36.76%
Batting Cages	\$ 12,240	\$ 6,060	49.51%	\$ 11,520	\$ 6,253	54.28%
Programs	\$ 90,000	\$ 41,812	46.46%	\$ 80,000	\$ 36,025	45.03%
Rental Income	\$ 102,300	\$ 43,293	42.32%	\$ 103,650	\$ 22,342	21.56%
TOTAL CHARGE FOR SERVICES	\$ 225,040	\$ 99,465	44.20%	\$ 212,170	\$ 70,870	33.40%
INTEREST ON INVESTMENTS		\$ 86		\$ -		
GRAND TOTAL REVENUES	\$ 225,040	\$ 99,551	44.24%	\$ 212,170	\$ 70,870	33.40%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through December 31, 2018 compared to December 31, 2017

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2019 BUDGET	EXPENDITURES THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	EXPENDITURES THRU DEC 2017	% OF BUDGET	
Salaries & Benefits	\$ 120,000	\$ 34,524	28.77%	\$ 106,624	\$ 44,433	41.67%	\$ (9,909)
Purchased Services	\$ 19,460	\$ 1,988	10.22%	\$ 21,110	\$ 3,647	17.28%	\$ (1,659)
Programs	\$ 15,220		0.00%	\$ 7,000	\$ 4,047	57.81%	\$ (4,047)
Supplies	\$ 4,600	\$ 5,774	125.52%	\$ 5,000	\$ 149	2.98%	\$ 5,625
Utilities	\$ 30,920	\$ 6,262	20.25%	\$ 39,720	\$ 5,539	13.95%	\$ 723
Insurance Premiums	\$ 2,505	\$ -	0.00%	\$ 2,431	\$ -	0.00%	\$ -
Capital Outlay	\$ 30,000	\$ -	0.00%	\$ 42,490	\$ 33,048	77.78%	\$ (33,048)
	\$ 222,705	\$ 48,548	21.80%	\$ 224,375	\$ 90,863	40.50%	\$ (42,315)
GRAND TOTAL EXPENDITURES	\$ 222,705	\$ 48,548	21.80%	\$ 224,375	\$ 90,863	40.50%	\$ (42,315)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for December 31, 2018

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of December 31, 2018.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, November 30, 2018.

Current Assets:

As of the end of December 2018 the total current assets of Norway Savings Bank Arena were (\$1,261,210). These consisted of cash and cash equivalents of \$123,015, accounts receivable of \$139,552, and an interfund payable of \$1,523,777.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of December 31, 2018 was \$342,462.

Liabilities:

Norway Arena had accounts payable of \$1,923 as of December 31, 2018.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through December 2018 are \$516,558. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through December 2018 were \$613,975. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of December 2018, Norway Arena has an operating loss of \$97,417 compared to the November 2018 operating loss of \$88,638 an increase in the operating loss for the fiscal year of \$8,779.

As of December 31, 2018, Norway Arena has a decrease in net assets of \$97,417.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY19 is \$15,953 more than in FY18 and expenditures in FY19 are \$568 more than last year in December.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
December 31, 2018
Business-type Activities - Enterprise Fund

	December 31, 2018	November 30, 2018	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 123,015	\$ 108,323	\$ 14,692
Interfund receivables	\$ (1,523,777)	\$ (1,460,035)	\$ (63,742)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	139,552	101,539	\$ 38,013
Total current assets	(1,261,210)	(1,250,173)	(11,037)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(230,760)	(230,760)	-
Total noncurrent assets	342,462	342,462	-
Total assets	(918,748)	(907,711)	(11,037)
LIABILITIES			
Accounts payable	\$ 1,923	\$ 4,181	\$ (2,258)
Net pension liability	170,806	170,806	-
Total liabilities	172,729	174,987	(2,258)
NET ASSETS			
Invested in capital assets	\$ 342,462	\$ 342,462	-
Unrestricted	\$ (1,433,939)	\$ (1,425,160)	\$ (8,779)
Total net assets	\$ (1,091,477)	\$ (1,082,698)	\$ (8,779)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
December 31, 2018

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 516,558
Operating expenses:	
Personnel	166,211
Supplies	17,717
Utilities	125,511
Repairs and maintenance	17,754
Rent	253,242
Depreciation	-
Capital expenses	19,156
Other expenses	14,384
Total operating expenses	613,975
Operating gain (loss)	(97,417)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(97,417)
Transfers out	-
Change in net assets	(97,417)
Total net assets, July 1	(994,060)
Total net assets, December 31, 2018	\$ (1,091,477)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through December 31, 2018 compared to December 31, 2017

REVENUE SOURCE	FY 2019 BUDGET	ACTUAL REVENUES THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	ACTUAL REVENUES THRU DEC 2017	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concissions	\$ 18,000	\$ 7,500	41.67%	\$ 18,000	\$ 1,125	6.25%	\$ 6,375
Vending Machines	\$ -	\$ 2,739		\$ -	\$ 3,746		\$ (1,007)
Skate Rentals	\$ -	\$ 1,010		\$ -	\$ 1,762		\$ (752)
Sponsorships	\$ 275,000	\$ 100,600	36.58%	\$ 275,000	\$ 112,018	40.73%	\$ (11,418)
Pro Shop	\$ 8,500	\$ 3,013	35.45%	\$ 8,500	\$ 1,663	19.56%	\$ 1,350
Programs	\$ 31,000		0.00%	\$ 31,000	\$ 18,212	58.75%	\$ (18,212)
Rental Income	\$ 705,250	\$ 377,691	53.55%	\$ 705,250	\$ 321,191	45.54%	\$ 56,500
Camps/Clinics	\$ 50,000	\$ 12,480	24.96%	\$ 50,000	\$ 27,838		\$ (15,358)
Tournaments	\$ 50,000	\$ 11,525	23.05%	\$ 50,000	\$ 13,050	26.10%	\$ (1,525)
TOTAL CHARGE FOR SERVICES	\$ 1,137,750	\$ 516,558	45.40%	\$ 1,137,750	\$ 500,605	44.00%	\$ 15,953

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through December 31, 2018 compared to December 31, 2017

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2019 BUDGET	EXPENDITURES THRU DEC 2018	% OF BUDGET	FY 2018 BUDGET	EXPENDITURES THRU DEC 2017	% OF BUDGET	
Salaries & Benefits	\$ 344,000	\$ 166,211	48.32%	\$ 311,000	\$ 187,328	60.23%	\$ (21,117)
Purchased Services	\$ 71,656	\$ 32,138	44.85%	\$ 87,306	\$ 24,425	27.98%	\$ 7,713
Supplies	\$ 37,100	\$ 17,717	47.75%	\$ 37,150	\$ 24,386	65.64%	\$ (6,669)
Utilities	\$ 225,150	\$ 125,511	55.75%	\$ 199,800	\$ 111,441	55.78%	\$ 14,070
Capital Outlay	\$ 103,500	\$ 19,156	18.51%	\$ 57,000	\$ 12,585	22.08%	\$ 6,571
Rent	\$ 507,000	\$ 253,242	49.95%	\$ 507,000	\$ 253,242	49.95%	\$ -
	\$ 1,288,406	\$ 613,975	47.65%	\$ 1,199,256	\$ 613,407	51.15%	\$ 568
GRAND TOTAL EXPENDITURES	\$ 1,288,406	\$ 613,975	47.65%	\$ 1,199,256	\$ 613,407	51.15%	\$ 568